भा.क.नि.

CCI

भारतीय कपास निगम लिमिटेड

(भारत सरकार का उपकर्म)

THE COTTON CORPORATION OF INDIA LIMITED
(A Government of India Undertaking**)**

कंस्टेंसिया बिल्डिंग, तीसरी मंजिल, 11- डॉ.यू.एन. ब्रह्मचारी स्ट्रीट, कोलकाता -700 017

Constantia Building, 3rd Floor, 11 Dr.U.N.Brahmachari Street,Kolkata 700 017

दूरभास संख्या Tel No.2281-2208/2281-1358 Fax No. 2281-2953

ई-मेल E-Mail : kolkata @cotcorp.com, Website: www.cotcorp.org.in

वस्त्र मंत्रालय Ministry of Textile website: www.texmin.nic.in

Cin- U51490MH1970GOI014733

Ref: CCI/KOL/ADMN/23/2019-20/02 Date: **08.07.2019**

Tender Notice for Renewal of AMC Canon authorized Service Agent

The Corporation desire to appoint Canon authorized Service Agent for renewal of annual maintenance contact of its Canon IR 24221 Printer (Copier) Machine installed on 27.05.2013 at the office addressed as above.

Interested parties are requested to quote their lowest rate for annual maintenance of above machine on the following terms & conditions :-

1. Rate should be quoted for comprehensive & Non – comprehensive basis separately i.e. Comprehensive rate should be including all spare parts ands consumables i.e. Drum & Toners, Fixing items etc(except paper & electricity) and Non – Comprehensive rate should be excluding spare parts.

2. Annual maintenance contract(AMC) valid for one year will have to be entered into with the party.

3. On being appointed the interested party will attend to all breakdown and corrective maintenance call immediately during business hours but not later than 24 hours.

4. On being appointed the interested party in addition to attend breakdown/corrective maintenance shall also carry out preventive maintenance upon the copy load/use of the equipment once in every month.

5. Interested part must be “authorized dealer” by canon India Ltd. and a copy of proof must be enclosed alongwith quotation.

6. Interested parties must have office in Kolkata with telephone No.,E-Mail

Contd..on page-02

7. The Annual Maintenance Contract shall remain in force for a period of 12 months from the date of commencement within which time no escalation in rates would be allowed on any account whatsoever. However , the Corporation at its discretion may extend the contracted period for a further period of three months at the proportionate rate on giving prior notice.

8. The Corporation reserves its right to accept or reject any or all the offers without assigning any reason whatsoever.

9. Tender should be submitted by the interested parties in two bid system –Technical Bid in ANNEXURE- A dully field in and signed with seal alongwith all required documents as above while Financial Bid is to be submitted on the letter head of the company as per proforma of ANNEXURE-B.

10. Tender should submit their tender in a sealed cover duly marked **" TENDER FOR AMC IN R/O CANON PHOTOCOPIER"** address to the Assistant General Manager. The Cotton Corporation of India Ltd. at the above address by 4.00 P.M. of **23.07.2019** in the following manner:- .
    a) Envelop " A" Technical Bid –Annexure-I alongwith all desired self attested documents as mention above.
    b) Envelope "B" Financial Bid in the form of Annexure -II duly typed on the party's letterhead.
    c) Envelope " C" Should contain envelope " A"& "B" marked as stated above.

11 Financial Bid for the Tenderers who only qualify Technical Bid will be opened immediately after evaluation of the Technical Bid.

The quotation should be dropped in the Tender box kept in the office within above mentioned period .The same will be opened on the same day at 4.30 p.m. when one authorizes representative of the party may remain present there.

Thanking you,

Yours faithfully,
for THE COTTON CORPORATION OF INDIA LTD.

ASSISTANT GENERAL MANAGER

THE COTTON CORPORATION OF INDIA LTD
BRANCH OFFICE: KOLKATA

ANNEXURE-I

TECHNICAL BID

1.Name & Address of the Firm/Company:	**M/S_____** **Office Address>:_____** **_____** **City_____Pin_____** **Tel.No._____Mobile No._____** **E-MAIL Id _____**
2. Registration of various authorities and their Nos. **(a)Trade Licence with name of Authority** **(b) gst Registration No.** **© PAN No. with income tax authority (Govt of India)** **(d)Last I.T.Return submission** **Note☹ Self attested copies of all above documents shall be enclosed)**	 **a)Trade Licence No._____** **Valid upto: _____** **Name of the Authority: _____** **b)GST Registration No._____** **Range / Division: _____** **Name of the thority:_____** **c)PAN No._____** **Ward /Circle: _____** **Name of the Authority:_____** **d) Year of Return: _____**
3. Authorization letter representing the party and signing the Tender documents. **Note: Authority letter on the letter head of Firm/Company should be attached.**	**Name of the Authorized Person:** **_____**

Note : The Technical Bid shall be evaluated as per above criteria.

Name of the Tenderer :

Name of the Signatory :

Signature with seal :

Place :

Date :

THE COTTON CORPORATION OF INDIA LTD
BRANCH OFFICE: KOLKATA

ANNEXURE-II

FINANCIAL BID

<table>
<tr><td>Name of the Party</td><td colspan="2"></td></tr>
<tr><td>Full address of the Party</td><td colspan="2"></td></tr>
<tr><td rowspan="2"><u>Particulars</u>

Annual Maintenance Charges for a period of 12 months</td><td colspan="2"><u>Amount</u></td></tr>
<tr><td>Comprehensive Rate per copy (In Rs.)</td><td>Non-Comprehensive Rate For 12 months (In Rs.)</td></tr>
<tr><td>Total</td><td colspan="2"></td></tr>
</table>

Note: GST will be extra at the applicable rate.

Signature with seal :

Date :