



GOVERNMENT OF ODISHA

**TENDER DOCUMENT FOR MECHANICAL AND ELECTRICAL MAINTENANCE
CONTRACT OF DIFFERENT PRINTING MACHINES IN
THE MAP PRINTING FACTORY OF THE OFFICE OF THE Addl. DIRECTOR,
SURVEY & MAP PUBLICATION, ODISHA, CUTTACK-753003
FOR THE YEAR 2023-24**

**SURVEY & MAP PUBLICATION, ODISHA,
At-BadaJobra, Po- College Square, Cuttack-753003
Mail- surveymappublication@gmail.com**

Signature of the Tenderer

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TENDER CALL NOTICE

No.1447 /MP Dated. 26.90.2023

Sealed Tenders in the prescribed format are invited from Registered Firms having Registration and PAN No. for entering into Repairing as well as Mechanical and Electrical Maintenance Contract of different Printing Machines of the Map Printing Factory in the office of the Addl. Director, Survey & Map Publication, Odisha, Cuttack-753003 for a period of one year from the date of signing of contract. The List of Machineries is detailed hereunder at Annexure.1.

| | | |
|----|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Location of the Machines | Map Printing Factory of the Addl. Director, Survey & Map Publication, Odisha, Cuttack753003 |
| 2. | EMD Amount(Refundable) | 2% of Tender cost in shape of cash/ Demand Draft/Bankers cheque in favour of the Addl. Director, Survey & Map Publication, Odisha, Cuttack. |
| 3. | Processing Charges of Tender Document | Rs.500/- |
| 4. | Last date for submission of Tender document | 26.10.2023 at 2.00 P.M. |
| 5. | Opening of Tenders | 26.10.2023 at 3.00 PM. Corrigendum will be published in the website, from which the tender document is made available if any. |
| 6. | Tender Document downloaded from Govt. web site. | 30.09.2023. |

Prescribed Tender Documents may be downloaded from the Odisha Govt. web site i.e. www.odisha.gov.in. In such cases, the Tenderer has to submit the tender along with a Bank Draft of Rs. 500/- (Rs. Five hundred) only per tender on any Nationalized Bank drawn in favour of the Addl. Director, Survey & Map Publication, Odisha, Cuttack, payable at Cuttack. The payment to be made towards processing charges of Tender Paper is non-refundable. Incomplete and conditional tenders shall be summarily rejected. The Addl. Director, Survey and Map Publication, Odisha reserves the right to accept/reject any or all the Tenders without assigning any reason thereof.

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2 : Instructions to Tenderers.

2.1 Tenders in sealed cover superscribed with Tender No. due for opening on 26.10.2023 at 3.00 P.M. for providing repair service as well as Mechanical & Electrical Maintenance of different Printing Machines in the office of the Addl. Director, Survey & Map Publication, Odisha, Cuttack, as per "Schedule of Requirements & Conditions of Contract" as indicated in paragraph 4 in this tender and in accordance with instructions. The Tender documents should be inserted in the **Tender Box, by the Tenderer or his representative** kept in the office chamber of the **Addl. Director, Survey, & Map Publication, Odisha, Cuttack** on or before **dated.26.10.2023 by 2.00 P.M.** The bidder shall be submitting Financial Bid in separate envelope.

2.2- The prices quoted should be in Indian Rupee which will stand unchanged till the expiry of contract period against the machineries as indicated at **Annexure-I**. Taxes will be paid as per the admissibility. No extra charges other than GST (as admissible) will be entertained.

2.3. Bidders shall undertake comprehensive Maintenance of the all the machineries and its peripherals including repairs, spares and/or any other component/services required for satisfactory operation of the machines. The office will be responsible for providing only the **consumables used in these machines**. All other components / assemblies required to be replaced shall be the sole responsibility of contractor. The tenderers are required to quote repair comprehensive maintenance charges for each of the individual machine mentioned at Annexure-I.

2.4- All columns in the Tender Document should be filled up properly with signature and seal of the bidder in all pages .

2.5- The amount of Earnest Money Deposit 2 % of Tender cost in shape of Demand Draft/Banker Cheque/TDR drawn on any Scheduled Bank in favour of "Addl. Director, Survey & Map Publication, Odisha, Cuttack", Payable at Cuttack to be accompanied with the Tender document.

2.6- The Earnest Money Deposit of the unsuccessful Tenderer will be refunded without any interest after award of contract to the successful Tenderer.

2.7-EMD of the tenderer would be forfeited if

a) The tender does not abide by the terms and conditions after submission of the tender.

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6) The tenderer does not accept the offer and does not execute accordingly after awarding of the contract.

2.8- The tenderer shall abide by the "**Schedule of Requirement and terms & conditions**" as mentioned hereunder. The successful tenderer has to ensure that the objective of entering into this contract is to provide prompt and efficacious service in repairing of the Printing machines till the contract period is over and cannot neglect in his service on the plea of omission of any definite clause in the Tender Document.

2.9- The office undersigned reserves the right to **accept/reject** any tender in whole or part even if it is the lowest quoted, without assigning any reason thereof.

2.10- Offers received in any mode except as indicated in paragraph 2.1 and after expiry of the schedule date and time will be summarily rejected.

2.11- Award of Contract. After finalisation of the bid by the Purchase Committee as per the selection criteria, the selected bidder will be awarded the contract. The selection criteria includes eligibility of the bidder as per paragraph 3, submission of required documents and lowest quoted rate as per annexure-I.

2.12- The undersigned reserves the right to modify the terms and conditions of the Contract during the contract period in case such contingency arises.

2.13- Tender documents are not transferable.

2.14- The bidders are advised to visit the Map Printing Factory of the Addl. Director, Survey & Map Publication, Odisha, Cuttack and physically ascertain the nature of repairs required to be undertaken in respect of the machineries covered under this Tender from09.2023 to09.23 between 11:00 AM to 5:00 PM.(all working days only) with reference to the Job Sheet to be made available with the Production Officer.

2.15- **SCOPE OF WORK AND QUOTING OF RATES:** The selected bidder has to take up repair of the defective machine maintaining the processes indicated in the Job Sheet. The rate of comprehensive repair mechanical and electrical maintenance of each machine will be calculated and quoted by computing the present repair cost and the annual maintenance cost including taxes during the contract period.

2.16- **MODE OF PAYMENT:** Payment shall be made only after repair of the machine and certification of its successful functioning by the machine operator/Section Holder which is to be countersigned by the Production Officer. The

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bill to be produced for such repair shall categorically include the cost of spare parts, repair of spare parts and GST charges. In case of use of new spares, the repairing Firm shall clearly mentioned in the bill. This payment system will be adopted on all occasions of repair till the contract period is over. However, the repairing costs of each machine on different occasions during the contract period will be paid basing on the actual repair undertaken which shall, in no case, exceed the quoted value for comprehensive maintenance during the year.

3. Eligibility Criteria for Tenderers:

- a.) The bidders must have at least 3 years of experience in maintaining the mechanical & electrical items of offset printing and plate making machineries in Reputed Printing Agencies .
- b) The bidder should have a registered Engineering firm with skilled and experienced technical personnel having expertise to repair and maintain all types of Printing machines.

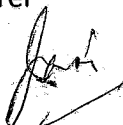
Paragraph-4 Schedule of Requirement and Conditions of Contract:

4.1 The services to be provided by the contractor are as follows:

- a) Contractor shall provide comprehensive maintenance services, including repair, replacement of the faulty parts and servicing of the defective machineries covered under this tender. The Contractor shall preserve adequate quantity of frequently required spare parts of the machines covered under this contract so that there would not be any delay in repair of such machines when they get out of function.
- b) The maintenance service does not include external Electrical works other than the electrical repair/maintenance required for functioning of the machines covered under this contract. Repair of damages resulting from accidents, natural disasters, fire etc. are not covered by the provisions of the contract.
- c) The above contract covers preventive and corrective maintenance and includes necessary repairs with spare parts only. The contractor is required to repair / replace the item (spare parts) in case of any hardware failure, within 24 hours (next business day) after the defect is detected. The supply of spares is the responsibility of Contractor.
- d) After each repair, the replaced spare part (s) should be deposited in the Store before payment of bills against the new spare parts.

4.2 Soon after award of contract, the successful Tenderer, shall undertake the repairing and maintenance of the machines and bring all the machines into operative condition within one month from the date of award of contract. Repair to defects in any machine shall be attended to within 24 hours of reporting and repaired within the minimum possible time depending upon the nature of defects. The contractor

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shall not take the plea of non-availability of any spare parts which are frequently available in the market. Delay in repair of any machine due to negligence of the Contractor would entail termination of the contract and forfeiture of the Security Deposit.

4.3-Governing Laws & regulation

All legal proceedings shall be under the jurisdiction of courts situated at Cuttack.

4.4- Performance Security:- Successful bidder who are awarded the Annual Rate Contract on the basis of tender Enquiry shall be required to furnish a Performance Security of 5 % of total cost in submitted NSC/TDR/Fix deposit Certificate Pledged in favour of Addl. Director, Survey & Map Publication, Odisha, Cuttack within 15 days of the award of the Contract.

Contract Termination

4.6. Termination for Default : The Addl. Director may, without prejudice, to any other remedy for breach of contract, by written notice of default sent to the Contractor, terminate the contract in whole or in part if:

a) The Contractor fails to deliver any or all of the obligations within the time period(s) specified in the contract, or any extension thereof granted by the ADS&MP.

Or

b) Fails to perform any other obligation(s) under the contract.

4.7 Suspension : The Addl. Director, Survey & Map Publication may, by a written notice, suspend all payments to the Contractor under the contract, if the Contractor fails to perform any of its obligations under this contract, (including the carrying out of the services) provided that such notice of suspension:

a) Shall specify the nature of the failure.

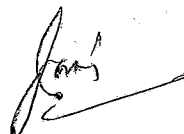
b) Shall request the Contractor to remedy such failure within a specified period from the date of issue of such notice of suspension.

4.8 Force Majeure : Notwithstanding the provisions of the contract, the Contractor shall not be liable for being awarded with any Penalty or termination of contract for default, if any, when such default in performing its obligations as per the terms of contract is the result of an event of standard Force Majeure.

4.9. ADS&MP shall not be responsible for any payments, statutory obligations like insurance cover, PF, etc., for accident, mishap, handicap and/or death occurring and affecting Service Providers employees or authorized personnel, appointed distributors, agents or subcontractors during and after the provision of the Services at ADS&MP's premises.

4.10 Sub-contracting. No sub-contracting is allowed.

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4.11- The bidder will be responsible for maintenance of the machineries in order to keep the equipments in good working condition within his cost of estimate. He has to ensure that the work will not hamper due to breakdown of the tendered equipments.

4.12- Payment Terms & Schedule. The bills shall be prepared by the contractor and submitted to the Addl. Director, Survey & Map Publication. Payment shall be made on following conditions:-

- a) The repairing cost of the machines will be paid after successful repairing and operation of the machine.
- b) Maintenance cost will be paid against 10% of NSC/TDR/fixed deposit Certificate.
- c) All payments to the Contractor shall be made subject to deduction of TDS (Tax deduction at Source) as per the Income -Tax Act 1961 and other taxes if any as per the Government of India Rule.
- d) Payment shall be made after making recoveries on account of penalties for short fall
- e) The ADS&MP can convey specific observations to any incorrect/wrong-invoiced amounts by written notice to the Contractor.

4.13 Warranty

a) The Contractor shall provide the warranty for 12 months that items supplied/replaced shall be new and free from all defects and faults in material, workmanship and manufacture and shall be of the highest grade and consistent with the established and generally accepted standards for materials of the type ordered and shall perform in full conformity with the specifications and drawings. The Contractor shall be responsible for any defects that may develop under the conditions provided by the Contract and under proper use, arising from faulty materials, design or workmanship such as corrosion of the equipment, inadequate quantity of materials to meet equipment requirements, inadequate Contract protection, deficiencies in circuit design and/or otherwise and shall remedy such defects at his own cost when called upon to do so by A.DS&MP who shall state in writing in what respect the stores are faulty. This warranty shall survive inspection or payment for, and acceptance of goods, but shall expire except in respect of complaints notified prior to such date, twelve months after the store have been taken over.

b) If it becomes necessary for the Contractor to replace or renew any defective portion/portions of the equipment under this clause, the provisions of the clause shall apply to the portion/portions equipment so replaced or renewed or until the end of the above mentioned period of twelve months, whichever may be later. If any defect is not remedied within a reasonable time. A.DS&MP may proceed to do the work at

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d). NEGOTIATIONS :

The Addl. Director, or an-Officer authorised on his behalf reserves the right to negotiate with any tenderer/ tenderers after opening of the tenders. Non-compliance by the tender(s) to such- request for negotiations shall tender his/their tender liable to rejection.

5. Checklist for submission of Documents:-

5.1. Name & Address of the Firm :-

5.2. Registration certificate of Firm:-

5.3. Photo copy of PAN Card:-

5.4. E.M.D in shape of Demand Draft/ KVP/NSC duly pledged in favour of the ADS&MP.

5.5. Tender document signed by the bidder in each page.

5.6. List of the existing Customers with telephone number, to whom the bidder is providing the same type of repair service.

5.7. Self declaration describing that the Firm has not been blacklisted or their business dealings with the Government Agencies have not been banned.

5.8. List of repairing equipments possessed by the Firm and list of Manpower working in the Firm with their qualification and experience.

5.9. Rate quote in Annexure-I


Addl. Director

Survey & Map Publication, Odisha, Cuttack

ANNEXURE-I
FORMAT FOR PRICE SCHEDULE

| Sl. No. | Description | Quantity | Unit Rate for Repair & maintenance of the machine for one year (including tax). | | Maintenance cost for one year |
|---------|-----------------------------------------------|----------|---------------------------------------------------------------------------------|-----------------------------|-------------------------------|
| | | | Cost of Spare parts | Repairing & Service charges | |
| 1 | 2 | 3 | 4 | 3 | 5 |
| 1 | Hanging Graining Machine No.1 | 1no. | | | |
| 2 | Hanging Graining Machine No.3 | 1 no. | | | |
| 3 | JY Flat Bed Printing machine No. 1 | 1 no. | | | |
| 4 | JY Flat Bed Printing machine No. 2 | 1 no. | | | |
| 5 | Wheeler Machine No.1 | 1 no. | | | |
| 6 | Wheeler Machine No.2 | 1no. | | | |
| 7 | P D F Prolux machine No. 1 | 1 no. | | | |
| 8 | P D F Prolux machine No. 2 | 1 no. | | | |
| 9 | Camera(Lithotex made) No.2 | 1 no. | | | |
| 10 | Sujata Paper Cutting Machine | 1 no. | | | |
| 11 | H.M.T High speed Printing Machine(Som 1 36) | 1 no. | | | |
| 12 | Lamination machine LPP-1112 | 1 no. | | | |

Total =


Addl. Director

Survey & Map Publication, Odisha, Cuttack

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