



A Miniratna
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THE COTTON CORPORATION OF INDIA LTD.

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(A Government of India Undertaking, Under Ministry of Textiles)
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Mins.of

Textiles Website : www.texmin.nic.in CIN:U51490MH1970GO1014733



Ref: CCI/KOL/ADMN/23/2022-23/01

Date: 22.06.2022

Tender Notice for Renewal of AMC of Canon authorized Service Agent

The Corporation desire to appoint Canon authorized Service Agent for renewal of annual maintenance contract 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 and 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 rates so quoted in the quotation by the Service Agent shall be kept **valid upto 31.07.2022** within which acceptance of the offer will be communicated to the concerned Service Agent. No offer shall be withdrawn within the above period.
8. The appointment of Service Agent for AMC will be **valid till 31.07.2023** within which time no escalation in rates would be allowed. However the Corporation may extend the contracted period for a further period of twelve months at the same rate and on the same terms and conditions giving prior notice. Similarly this appointment may be subjected to cancellation by the Corporation before expiry of the period which will be intimated to the C&F Agent in writing in advance.
9. The Corporation reserves its right to accept or reject whole or any of the quotation . In the event of such rejection the tenderer may seek in writing reason for rejection of their tender.
10. Quotation should be submitted in two bid system---**Technical Bid** to be filled up in enclosed **ANNEXURE-I** alongwith all relevant documents desired by us and **Financial Bid** to be filled up in enclosed **ANNEXURE-II**, both duly sealed and signed by authorized signatory and be submitted in the manner given below:-
 - i) Envelope A – Technical Bid (Annexure-I). alongwith alongwith all desired self attested documents as mention above.
 - ii) Envelope B – Financial Bid in (Annexure-II).
 - iii) Envelope C – should contain a forwarding letter with envelopes A & B duly sealed superscribing “ **OFFER FOR APPOINTMENT OF CANON AUTHORISED SERVICE AGENT FOR RENEWAL OF AMC**”.
11. Quotation if submitted in any other form or do not fulfill any of the terms and conditions of this enquiry or find incomplete in any respect are liable to be rejected.
12. The Quotation addressed to the General Manager, The Cotton Corporation of India Ltd., Kolkata shall be dropped in the Tender Box kept in the office addressed as above on or before **03.00 P.M. on 12.07.2022**. No tender will be accepted beyond scheduled time & Date. The same will be opened in presence of the representative of the offerer on **12.07.2022 at 03.15 P.M.** who shall carry an authority letter to attend tender opening.
13. Financial Bid for the bidders who qualify the technical Bid in all respect will be opened immediately after evaluation of the Technical Bid.

GENERAL MANAGER

Signature of authorized signatory with seal:

Place:

Date:

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. (c) 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 Authority: _____ 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

Name of the Party		
Full address of the Party		
<u>Particulars</u> Annual Maintenance Charges for a period of 12 months	<u>Amount</u>	
	Comprehensive Rate per copy For 12 months (In Rs.)	Non-Comprehensive Rate For 12 months (In Rs.)
Total		

Note: GST will be extra at the applicable rate.

Signature with seal :

Date :