

By Speed Post

No. D-21014/2/2008-Gen
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhavan
Dr. Rajendra Prasad Road

New Delhi, dated .9.2008

To

As per list enclosed

Subject:- Comprehensive Annual Maintenance Contract in respect of
Canon make Photostat machines in the Ministry for a period of
one year.

Sir,

I am directed to invite the quotations for complete service Agreement in respect of Canon make Photostat machines (in working condition) installed in this Ministry for a period of one year, which is extendable on satisfactory performance. The rate may be quoted at the rate of per copy without any minimum/maximum condition.

2. The quotations may be submitted in a sealed cover super-scribed "Quotations for comprehensive Maintenance of Photocopy Machine" and addressed to the Under Secretary (General Branch), Ministry of Corporate Affairs, Room No. 529, 'A' Wing, Shastri Bhavan, New Delhi so as to reach the undersigned by 3.00 P.M on or before 25.9.2008. The quotations will be opened on the same day at 3.30 P.M in Room No. 529,'A' wing, Shastri Bhavan. Interested addressees who wish to be present at the time of opening of Quotations may remain present. Your representative may also inspect the machines before submission of tender.

3. The contract shall be on a comprehensive maintenance service basis i.e. no extra charges for supply of tonner, replacement of any defective parts will be paid by this Ministry. During the currency of the contract period it will be the responsibility of the company to keep the equipment in perfect working order. The repair works will have to be carried out at the location of the equipment except in the exceptional circumstances where the equipment or any component may be required to be taken out for repairs in workshop.

4. The payment towards AMC charges would be made on meter reading basis supported by certificate from the concerned users.

5. AMC will be terminated any time during the pendency of contract, if the service is found un-satisfactory.

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6. If any Photostat Machine is not repaired within two days, the firm will provide standby Photostat Machine. In case, the firm fails to repair or provide a stand-by Photostat Machine within 2 days, then a penalty of Rs. 200/- (Rupees two hundred only) per day or part thereof will be charged for delay beyond the two days till such time Photostat Machines are repaired.

7. The tenderers are required to prove their competence for undertaking the job in question and also furnish their standing and goodwill through a certificate from a Govt. Department mentioning name, designation and telephone No. of the officer of the department.

8. Quotations received after due date and time will not be accepted. The Under Secretary (General Branch) reserves the right to select or reject any of all tenders without assigning any reasons whatsoever and also reserves the right to reduce or increase the number of items offered for maintenance contract. This tender is not transferable.

9. The details of the Photostat Machines are attached herewith at Annexure-I

Yours faithfully,

(V.N.Gaba)
Under Secretary to the Govt. of India

Annexure-I

Quotation for Comprehensive AMC of Photostat Machines for the year 2008-2009

S.No.	Make/ Model	Quantity	Rate per Unit
1.	Canon iR3045	1(One)	
2.	Canon iR3530	5 (Five)	
3.	Canon iR2020	1(One)	
4.	Canon iR 3300	2(Two)	
5.	Canon iR 1600	2(Two)	