

No. D-21019/23/2005-Gen
Government of India
Ministry of Corporate Affairs

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

New Delhi, dated 5.3.2009

To

As per list enclosed

Subject:- Comprehensive Annual Maintenance Contract in respect of
Minolta 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 8 (eight) Minolta 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. The details of machines is at Annexure-I

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. 521, 'A' Wing, Shastri Bhavan, New Delhi so as to reach the undersigned by 3.00 P.M on or before 19.3.2009. The quotations will be opened on the same day at 3.30 P.M in Room No. 521, '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.

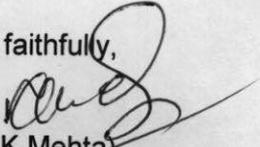
3. The contract shall be on a comprehensive maintenance service basis i.e. no extra charges for supply of tonner, replacement of any defective parts will be paid by this Ministry. During the currency of the contract period it will be the responsibility of the company to keep the equipment in perfect 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.

...2/-

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

Yours faithfully,


(V.K.Mehta)

Under Secretary to the Govt. of India

✓ Copy to:- Dir(SC). She is requested to put the matter in the website of the Ministry.
(E-Governance)

Annexure-I

Quotation for Comprehensive AMC of Photostat Machines for the year 2009-2010

S.No.	Make/ Model	Quantity	Rate per Unit
1.	Minolta Di 183	1(One)	
2.	Minolta Di 351	1 (One)	
3.	Minolta Di 2011	5 (Five)	
4.	Minolta Di 7210	1(One)	