

No.D-21019/1/2011-Gen  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, 'A' Wing, Shastri Bhavan  
Dr. Rajendra Prasad Road  
New Delhi, dated: 14.03.2012

To

As per list enclosed

Subject: - Comprehensive Annual Maintenance Contract in respect of Panasonic make Photocopy-cum-fax machines of the Ministry of Corporate Affairs – Reg.

Sir,

I am directed to invite the quotations for complete service Agreement in respect of 2 (Two) Photocopy-cum-fax machines of Panasonic make installed in the Ministry of Corporate Affairs initially for a period of one year which may be extended on satisfactory performance. The rates are to be quoted on per copy/annually basis. The details of machines are given below:-

S.No	Make/ Model	Location	Rate	
			Per copy	Annually
1	Panasonic Model No. 6020	Room No. 506, 'A' Wing, Shastri Bhawan		
2	-do-	Room No. 509, 'A' Wing, Shastri Bhawan		

The quotations may be submitted in a sealed cover super-scribed "Quotations for comprehensive Maintenance of "Panasonic Photocopy Machine" and addressed to the Under Secretary (General Branch), Ministry of Corporate Affairs, Room No. 526, 'A' Wing, Shastri Bhavan, New Delhi so as to reach the same to the undersigned by 3.30 P.M on or before 14.05.2012. The quotations will be opened on the same day at 4.00 P.M in Room No. 526, '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.

**Terms and conditions of the contract**

i). The contract shall be on a comprehensive maintenance service basis i.e. no extra charges for any kind of service, replacement of any defective parts, supply of consumables like Drum, Toner, Fixing Films etc. 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.

ii). A demand draft for Rs.5,000/- (Rupees Five Thousand Only) in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi has also to be deposited as earnest money along with quotation failing which quotation could not be considered. The earnest money will be returned in respect of the unsuccessful bidders. No interest will be paid on this earnest money.

...2/-

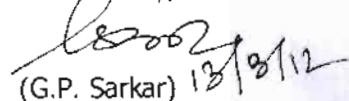
iii). The Engineer of the company will have to visit once a week. In addition to that he will have to attend the urgent calls for rectifying the faults for keeping the machines in good working condition at any time on short notice.

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

v). The payment towards AMC charges would be made on quarterly basis supported by certificate from the concerned users.

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

Yours faithfully,



(G.P. Sarkar) 13/8/12

Under Secretary to the Govt. of India

Copy to :- Dy. Dir, E-governance with the request to put the tender on the website of the Ministry and CCP portal of NIC.