

SPEED POST

Shram Shakti Bhawan, Rafi Marg  
New Delhi, dated 10.08.2010

To,

As per list enclosed

Subject: Comprehensive Annual Maintenance Contract for FAX machines installed in the Ministry.

Sir,

This Ministry intends to enter into Comprehensive Annual Maintenance Contract for FAX Machines installed in the Ministry for the period indicated below. Details of the Fax Machines to be awarded Contract are as follows:

S. NO.	Make of machines	Quantity	Period of contract
1	Canon L-140	20	1.1.12-30.9.2012
2	Canon L-140	7	1.10.11-30.9.12'
3	Canon L-220	2	1.10.11-30.9.12
	<b>Total</b>	<b>29 nos.</b>	

2. If you are interested to provide maintenance services for the above fax machines, you may please send your sealed quotation addressed to the Under Secretary (GA), Room NO. 22, Shram Shakti Bhawan, Rafi Marg, New Delhi. The quotations should reach this Ministry latest by 3.00 PM on 19.08.2011. Quotations will be opened on the same day at 4.00 PM. Quotations received after the closing date and time will be summarily rejected. An authorized representative of your firm can remain present at the time of opening of quotations. Quotations are to be dropped in the tender box placed at gate no. 5, Shram Shakti Bhawan.

3. The firms quoting the rates have to enclose EMD of Rs. 5,000/- in form of demand draft payable to Pay & Account Office, Ministry of Power. The quotation without EMD will be disqualified.

4. Detailed terms and conditions of the contract are at Annexure -I

Yours faithfully,

  
(P.K. Singh)

Section Officer  
2335-8267

Annexure-I

4. The terms and conditions are given below :-

- (i) The successful firm will be required to take on the work of maintenance of fax machines from the date of receipt of acceptance letter from them.
- (ii) Only such work which cannot be done in the office premises would be allowed to be done outside, after providing standby machine, in good working condition, and no extra charges would be paid on this account.
- (iii) In case defects in a fax machine are not rectified by the firm within 24 hours of lodging of complaint with them, the Ministry will be at liberty to get the repair work done from some other firm at the risk and cost of the firm looking after AMC.
- (iv) If a fax machine is declared unserviceable during the period of AMC, in addition to the proportionate deduction of cost from the AMC, a penalty of 15% of the Annual Maintenance Charges will also be levied on the firm.
- (v) All fax machines will have to be handed over by the firm in good working condition, at the end of the maintenance period.
- (vi) The decision of the Ministry relating to award of contract will be final and binding.
- (vii) The Ministry reserves the right to reject any quotation in whole or in part without assigning any reason therefor.
- (viii) If services of the firm are not found to satisfactory, the contract will be awarded to another firm at the risk and expenses of the defaulting firm and the firm will be further liable for penalty maximum to the extent of 20% of the cost of AMC.
- (ix) The Comprehensive Annual Maintenance Charges will include free replacement of defective spare parts and preventive maintenance once in every month for which, a job slip, duly signed by each user will have to be submitted in the General Section while submitting bills for AMC.
- (x) Payments towards Annual Maintenance Charges will be made to the firm at the end of each quarter, after receipt of satisfactory service report from all end users.
- (xi) Only those firms, having a service turnover of more than Rs. 5.00 Lakh in a year, need apply.
- (xii) The firm should be registered for VAT and Service Tax. They should have TIN number as well. A copy of the documents, in support of their being registered with VAT and Service Tax authorities and copy of the returns filed by them during the last 2 years should also be enclosed with the tender document.
- (xiii) Tender of the firm, not fulfilling any of the terms and conditions, will be rejected summarily.

*Periyil*  
20.8.11