

Speed Post

No.GA-12/7/2021-ADMIN Sec.
Government of India
Ministry of Development of North Eastern Region

Vigyan Bhawan Annexe,
Maulana Azad Road,
New Delhi-110011.
Dated 22nd November, 2021

To

As per list enclosed.

Subject: Quotations for Annual Maintenance Contract (AMC) of Toshiba
make Photocopiers installed in Ministry of DoNER, Vigyan
Bhawan Annexe, New Delhi.

Sir,

I am directed to invite quotations for Annual Maintenance Contract (AMC) of 12 nos. Toshiba make Photocopiers installed in Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, New Delhi as per prescribed format in Annexure-1. Terms & Conditions governing the AMC are enclosed in Annexure-II. The details of the Photocopiers are as under:-

S.No.	Model No.	Qty.	Installation address
1.	Toshiba e-Studio 4518	01	PS to Hon'ble Minister
2.	Toshiba e-Studio 4508	01	PS to Hon'ble MoS (333)
3.	Toshiba e-Studio 4508	01	PPS to Secretary
4.	Toshiba e-Studio 6508	01	Estb. & Cash Section
5.	Toshiba e-Studio 6508	01	General Administration
6.	Toshiba e-Studio 4508	01	Internal Finance Divn.
7.	Toshiba e-Studio 3508	01	PPS room (278)
8.	Toshiba e-Studio 5018	01	Hindi Section (272)
9.	Toshiba e-Studio 4518	01	E&P Section (206)
10.	Toshiba e-Studio 5008	01	Janpath Bhawan Office
11.	Toshiba e-Studio 5018	01	R.K. Puram Office
12.	Toshiba e-Studio 3515 Color photocopier	01	GA Section (281)

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2. (i) The quotations may be submitted in sealed cover superscripted "Quotations for Annual Maintenance Contract (AMC) Toshiba photocopier machines" to The Under Secretary (Admn.), Ministry of DoNER, Room No.281, Vigyan Bhavan Annexe, New Delhi-110011, so as to reach latest by 03.00 PM on 20.12.2021. Quotations will be opened on the same day at 4.00 PM in room no.281, Vigyan Bhawan Annexe, New Delhi. Owner of the firms or authorised representatives of the companies who wish to be present at the time of opening of the quotations will be allowed.


(ii) The Annual Maintenance Contract will include corrective maintenance, preventive maintenance on regular basis and free replacement of all spares like all Electronic CBs, Laser Unit, Thermistors, Thermosats, Electronic Sensors, Actuators, Electrical Motors and Clutches, Mechanical Gears, Belts, Pulleys, Separation, Feed & Pickup Rollers etc., but excluding consumables like Toner, Process Unit, Drum Kit, Fuser Kit, Lamps (Exposure & Heater) and Outer Plastic Covers.

(iii) The breakdown call will be attended promptly and defects, rectified within 24 hours/ or shall provide with standby unit, wherever, the complaints are not rectified within above said time limit.

(iv) The payment will be made on half yearly basis subject to satisfactory service provided by service provider.

(v) No quotation received after 3.00 P.M. on 20.12.2021 will be accepted. This Ministry reserves the right to reject any or all quotations without assigning any reason whatsoever.

Yours faithfully


22/11/2021

(Jaya Shah)

Under Secretary to the Government of India

Tel:23022025

Copy to:

- ✓ 1. Web Manager, NIC for uploading of this quotation on the website of Ministry of DoNER and CPP Portal.

Annexure-1

S.No.	Model No.	Qty.	Rate @ Rs.	GST	Net Amount (in Rs.)
1.	Toshiba e-Studio 4518	02			
2.	Toshiba e-Studio 4508	03			
3.	Toshiba e-Studio 3508	01			
4.	Toshiba e-Studio 6508	02			
5.	Toshiba e-Studio 5018	02			
6.	Toshiba e-Studio 5008	01			
7.	Toshiba e-Studio 3515 Color Photocopier	01			
		Total Amount Rs.			

Terms & Conditions

1. The period of the contract shall be effective from the date it would be awarded and shall remain in force initially for a period of one year. However, the contract may be extended for another year and maximum upto three years on mutual consent & on same rates and same terms & conditions.
2. The firm, willing to participate in the tender will be required to deposit a bank draft/ Pay Order, of Rs.5,000/- (refundable) drawn in favour of DDO, Ministry of DoNER, being earnest money, alongwith the quotation. In case the successful bidder shows inability at any stage after the contract is finalized and awarded, for whatsoever reason(s), to honour the contract, the earnest money deposited would be forfeited.
3. The successful bidder shall be required to deposit a sum of Rs.10,000/- (Rupees Ten thousand only) as Performance Security in form of Bank Guarantee/Demand Draft in favour of DDO, Ministry of DoNER. The same would be refunded after the successful completion of the term of the Contract and as per GFRs.
4. Mere quoting lowest rates will not amount to commitment for award of contract.
5. At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and security money would be forfeited.
6. The firm should be registered with Delhi Sales Tax Department.
7. The firm should submit the PAN and GST Numbers.
8. **The firm should submit the authorisation letter from OEM for participation in Bid for this AMC.**
9. The firm shall also be responsible for deployment of necessary staff for regular cleaning of all hardware using suitable cleaning material and equipment. Each equipment has to be cleaned once in three months regularly. A register shall be maintained showing the cleaning of each equipment.
10. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the contract.
11. The quotations may be dropped in a Tender Box kept near the Reception, Ministry of DoNER, Vigyan Bhawan Annexe, New Delhi on or before 20.12.2021 at 3.00 PM hrs. The sealed envelope containing the quotation should be superscripted "Quotations for Annual Maintenance Contract (AMC) Toshiba photocopier machines". In case of any dispute, the decision of the Ministry of DoNER, shall be final and binding.
12. Ministry of DoNER, reserves the right to accept or reject any or all quotation(s) without assigning any reason(s) therefore.

Terms & Conditions are acceptable

Dated:

(Authorized signatory)

Name of the Firm/Agency with full Postal Address & contact Number.