

TENDER NOTICE

Subject:- Maintenance of Photocopy machines in the Legislative Department, Ministry of Law and Justice for the Year, 2016-2017

I am directed to invite the quotations make wise and per copy basis for comprehensive Service Maintenance Annual Contract in respect of photocopier machines installed in various Section of this Department for a period of one year w.e.f 01.11.2016 to 31.10.2017. Details of Photocopier Machines are as under:-

| Sl. No. | Model | No. of Machines |
|---------|-----------------|-----------------|
| 1. | iR-3245 (canon) | 7 (seven) |
| 2. | iR-2545 (canon) | 3 (three) |
| 3. | Toshiba | 11 (Twelve) |
| 4. | Ricoh 3352 | 5(five) |

*Subject to the increase/decrease at the time of awarding AMC.

2. It is requested that the quotation may be sent to the undersigned in a scale cover super-scribing "Quotation for Maintenance of Photocopier Machines" latest by 24.10.2016 up to 3:00 P:M. The Quotation will be opened on the same day at 4:00 P:M in no. 438 'A' Wing, Shastri Bhawan, New Delhi. The agreement of terms and conditions of the contract will be as follows:-

1. The contract shall be of comprehensive maintenance service type and shall included providing of cons, all spares parts, toner, labor and no extra payment will be made further on this account. During the contract period it will be the responsibility of the company to keep the photocopier machines in perfect working order.
2. All repairs work will be carried out within the premises of the Department. However, in case the machine is required to be cared out of the building for repair, it should be only be done with prior permission of the US (Admn.)/S.O (Admn.II).
3. In case of replacement of faulty parts they shall be replaced only by genuine new spare parts. The old parts will be handed over to this Department.
4. If any machine is not repaired within a day, the contractor will provide a standby machine.
5. The contract shall be liable to be cancelled without any notice, if service rendered by the firm is not found satisfactory at any time during the period of the contract.
6. Earnest money by means of a Demand Draft/Pay order of Rs. 10,000/- (Rupees ten thousand only) may be enclosed with the quotation. It is also clarified that the quotations received without earnest money will be summarily rejected. The pay order/DD may be prepared in the name of Pay

& Account Officer (Main Sectt.), Ministry of Law and Justice, Legislative Department, Shastri Bhawan, New Delhi.

7. The payment towards comprehensive annual service maintenance contract shall be made on monthly basis at the rates of per copy basis at the end of month on production of satisfactory reports from concerned users.
8. The firms are required to furnish their standing and goodwill through a certificate/documentary proof of Ministry/Department with complete address and telephone/Income Tax No./St/CST/Vat/Tin No. List of present contracts having in Government Departments may also be enclosed with the quotation.
9. It may be noted that unrealistic prices quoted by the bidders would debar the bidders to be considered for giving contract by the Department.
10. The firms should have a work permit or registered with local authority including Sales Tax/Tin with 2-3 years experiences in the operational area.
11. This Department reserves the right to select or reject any or all quotations without assigning reasons thereof.
12. The firms/company should be authorized proved of Canon, Toshiba and Ricoh brands for which they are quoting the rates for FSMA. The firms who maintain Canon, Toshiba and Ricoh will be preferred. They must produce valid certificate to the effect along with the tender.

Vidya Wati

(Vidya Wati)


Under Secretary to Govt. of India

Tel: 23386009

Copy to:-

1. All ministries/Departments of the Govt. of India. It is requested that wide publicity of this tender notice may please be given and contractors engaged by them for this job, may be informed to submit their quotations, if they are willing and fulfill the conditions.
2. The In-charge NIC, M/o Law and Justice, Shastri Bhawan, New Delhi with the request to place the aforesaid Notice on the website of the Ministry for wide publicity.
3. Notice Board.

→ Kindly send it soft copy (pdf format)
in the e-mail - legls@nic-in for
website data authentication


35/9/11