

No.D-16016/1/2010-Admn.II (LD)
GOVERNMENT OF INDIA
MINISTRY OF LAW AND JUSTICE
(LEGISLATIVE DEPARTMENT)

New Delhi, Dated 2nd May, 2011

TENDER NOTICE

Subject: - Maintenance of Photocopy machines in the Legislative Department, Ministry of Law and Justice for the year 2011-2012.

Reference this Department's Tender Notice of even number dated 15.4.2011, the undersigned is directed to invite the quotations make wise and per copy basis for comprehensive Service Maintenance Annual Contract in respect of Photocopy machines of this Department for a period of one year. The details of Photocopy machines are as under:-

S.No.	Make and Model of the Photocopier	No. of Machine
1.	Toshiba e-studio 452	1 (one)
	Toshiba e-studio 200	1 (one)
	Toshiba e-studio 250	3 (three)
	Toshiba e-studio 2860	1 (one)
	Toshiba e-studio 280	2(Two)
	Toshiba e-studio160	1 (one)
2.	RicohAfficio-220	1 (one)
	Ricoh FI 4618	2 (two)
	Modi Xerox-5821 Star	3 (three)
	Modi Xerox-Document Centre 230 ST	2 (two)

It is requested that the quotations may be sent to the undersigned in a sealed cover super-scribing "Quotation for Maintenance of Photocopy Machines" latest by 13th May, 2011 up to 3.00 PM. The firms which have already sent their quotation in response of this Department's Tender Notice dated 15.4.2011, need not sent their quotation again. All the Quotation will be opened on the same day 13.5.2011 at 4.30 PM in Room No. 111 "A" Wing, Shastri Bhawan, New Delhi. The agreement of terms and conditions of the contact will be as follows:-

- (i) The contract shall be of comprehensive maintenance service type and shall include providing of cons. all spare parts, toner, labour and no extra payment will be made further on this account.
- (ii) All repair work will be carried out within the premises of the Department. However, in case the Machine is required to be carried out of the building for repair, it should only be done with prior permission of the US (A)/S.O (Admn.II).
- (iii) 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.
- (iv) If any machine is not repaired within a day, the contractor will provide a standby machine.
- (v) The contract shall be liable to be cancelled without any notice, if the service rendered by the firm is not found satisfactory at any time during the period of the contract.

2. 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/ D D may be prepared in the name of Pay & Account Officer (Main Sectt.), Ministry of Law and Justice, Legislative Department, Shastri Bhawan, New Delhi.

3. The contract shall be on a comprehensive service basis and no extra charges for any general wear & tear/spare parts etc. shall be made by this Department. During the contract period it will be the responsibility of the company to keep the photocopier machines in perfect working order.

4. The repair works will have to be carried out at the location of the Photocopy machines except in the exceptional circumstances where the machine or any component may be required to be taken out for repairs in workshop.

5. The payment towards comprehensive annual service maintenance contract shall be made on monthly basis at the rate of per copy basis at the end of month on production of satisfactory reports from concerned users.

6. 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./SE/ST/Vat/Tin No. List of present contracts having in Govt. Departments may also be enclosed with the quotation.

7. It may be noted that unrealistic prices quoted by the bidders would debar the bidder to be considered for giving contract by this Department.

8. The firms should have a work permit or registered with local authority including Sales Tax/Tin with 2-3 years experience in the operational area.

9. This Department reserves the right to select or reject any or all quotations without assigning reasons thereof.



(Bijender Singh)

Under Secretary to the Govt. of India

Tel. No. 2338460

Copy to:-

1. All Ministries/Department of the Govt. of India. It is requested that wide publicity of this tender notice may please be given and contractor 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 request to place the aforesaid Notice on the website of the Ministry for wide publicity.