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No. D-17011/3/2014-15/E-V/2

Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
(Field Operations Division)

East Block 6, Level 4-7,
R.K. Puram, New Delhi-110066

Dated: 25-11-2014

To

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Subject: - AMC for photocopier machines - regarding.

Sir,

Sealed quotations are invited from reputed vendors of Delhi for providing Annual Maintenance and repair of **5 Canon IR2018 Photocopier Machines** installed in the Office of the NSSO (FOD) Hqrs, Block-6, Level 4-7, R.K.Puram, New Delhi-110066 for one year from the date of award of contract on approval by the competent authority. The details of the photocopier machines are furnished in **Annex-I**. **Only authorized vendors of Canon photocopier machines may submit the quotations. The terms and conditions (Form of Contract) for AMC are given in Annex-II.**

The quotation should be submitted in a sealed envelope super scribed as **"QUOTATION FOR AMC FOR PHOTOCOPIERS"**. The quotations must accompany an Earnest Money Deposit of Rs. 5000/- in the form of a Demand Draft drawn in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. New Delhi. The quotations submitted without EMD will be rejected summarily.

The quotations addressed to **Senior Administrative Officer & HO, NSSO (FOD), Hqrs Office, East Block-6, Level-4 to 7, R.K. Puram, New Delhi -110066** may be submitted latest by **11.00 A.M on 11-12-2014**. The quotations submitted after the stipulated time and date will not be entertained.

The quotation will be opened on the same day at 3.30 PM in this Office. You may depute your authorized representative to be present while opening the sealed quotations.

Yours faithfully,


(M.Devadhasan)

Senior Administrative Officer & HO

Copy to the Director, Computer Centre, East Block, R.K.Puram, New Delhi, with a request to upload the tender documents on the website of MoSPI and the tenders.gov.in under tender head.


(M.Devadhasan)

Senior Administrative Officer & HO

ANNEX-I

DETAILS OF CANON PHOTOCOPIER MACHINES

Sl.No	Make	Model No.	Machine Serial No.
1	CANON	IR 2018	MWG00241
2	CANON	IR 2018	MWG05796
3	CANON	IR 2018	MWG05386
4	CANON	IR 2018	MWG00231
5	CANON	IR 2422L	HWB02020



FORM OF CONTRACT FOR CANON PHOTOCOPIERS

1. The Annual Maintenance Contract as per Full Service Maintenance Agreement (FSMA) is being entered into by National Sample Survey Office (Field Operations Division) hereafter referred to as **NSSO (FOD)** with (the address of the firm).
2. The FSMA executed hereunder commences from and expire on
3. Maintenance service shall be provided only during normal working hours of NSSO (FOD), New Delhi.
4. For proper maintenance of the system, preventive maintenance shall have to be carried out by the Vendor on bi-monthly basis.
5. The payment of photocopier machines will be paid on monthly basis after the service.
6. Response time of a call should be within 24 hours and in case of any failure to respond within the stipulated time, a penalty @ 100 per working day shall be imposed which will be deducted from the payment of that quarter.
7. However, clause (6) will not apply if a stand-by machine is provided by the Vendor.
8. Replacement of all the parts in the machine shall be done within the FSMA charges.
9. In case of violation of any the terms of the contract, the NSSO (FOD) will be entitled for claiming damages from your firm.
10. NSSO (FOD) will have to ensure safe and proper custody of all the machines which are herewith brought under FSMA.
11. In case the services are not found satisfactory, NSSO (FOD) can terminate the contract by giving a notice of two weeks.
12. **Reading of the photocopiers will be counted from the first day of the award of AMC.**

Signature of the Authorized person:

Name:

Designation:

Date:

Witness:

- 1.
- 2.

Signature of the Head of Office, NSSO (FOD) Hqrs,

Name:

Designation:

Date:

Witness:

- 1.
- 2.