

No.D-15016/2//DPD(HQ)/Admn.IV/15-16  
Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
Data Processing Division Headquarters

164, G.L.T. Road,  
Kolkata-700 108.

Dated :- 18.04.2016

Sub:- Quotation for Full Service Maintenance Agreement (FSMA) of Photocopier Machines.

Sir,

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Tender for FSMA are invited in Sealed Cover in respect of following photocopier machine.

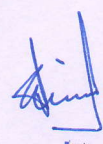
| Srl. No. | Model No. & Make             | Machine No. | Year of Installation |
|----------|------------------------------|-------------|----------------------|
| 1.       | IR 2420L (Cannon)            | 36650       | 12.07.2013           |
| 2.       | IR 2422L (Cannon)            | 802216      | 15.03.2012           |
| 3.       | IR 2422L (Cannon)            | 802203      | 30.03.2012           |
| 4.       | IR 2422L (Cannon)            | 802155      | 01.10.2012           |
| 5.       | IR 2422L (Cannon)            | 800850      | 01.10.2012           |
| 6.       | IR 3225 (Cannon)             | DFL 05112   | 25.03.2009           |
| 7.       | IR 3225 (Cannon)             | DFL 01782   | 25.03.2009           |
| 8.       | IR 3225 (Cannon)             | DFL 01794   | 25.03.2009           |
| 9.       | IR 3225 (Cannon)             | DFL 04977   | 25.03.2009           |
| 10.      | IR 3225 (Cannon)             | DFL 01766   | 25.03.2009           |
| 11.      | C2025H (Cannon colour Xerox) | FBM 14395   | 29.03.2012           |
| 12.      | 5323 (Xerox)                 | 3322316070  | 10.01.2014           |
| 13.      | 5323 (Xerox)                 | 3322319397  | 10.01.2014           |
| 14.      | 5323 (Xerox)                 | 3322319486  | 10.01.2014           |

**Terms & Condition :-**

(i) Vendors are required to supply all spare parts as and when required for maintenance purposes and up keeping of the photocopier machine & other equipment under FSMA. The charge of FSMA will be including the cost of spare parts and service. The FSMA will cover 12 monthly services apart from attending calls as and when required. The party will have to ensure at least 90% uptime at all times failing which 3% of the FSMA per day will be livable as penalty charges after 48 hour of downtime.

(ii) Tax (TDS) will be deducted from the bill as per Govt. Rule.

(iii) All break down calls will be attended by the firm free of cost.

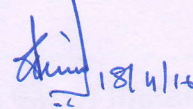
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- (iv) This office reserves the right to reject the quotation for FSMA for any firm without assigning any reason thereof.
- (v) The above terms and condition are subject to change as per the service policy decided by this office from time to time.
- (vi) Authorization Certificate of the company with original seal.
- (vii) PAN NO./TAN NO.(Permanent Income TAX No.
- (viii) Service Tax Registration No.
- (ix) Current copy of Trade License

Tender in sealed cover should reach the under signed at DPD(HQ), NSSO, 164, G.L.T. Road, Kolkata-700108 superscribing "QUOTATION FOR FSMA FOR PHOTO COPIER" on the top of the envelope. Last date for submission of quotation is 03.05.2016 (1.00 P.M.). The tender will open on 04.05.2016 at (3.00 P.M.).

Yours faithfully,



(Arindam Modak)  
Director & Head of Office