

BY REGD. POST/SPEED POST

No. D-17016/1/2011-Genl.
Govt. of India
Ministry of Statistics & P.I.

Sardar Patel Bhawan, Sansad Marg,
New Delhi-110001, the 29-02-2012

To,

SUB: Awarding of Full Service Maintenance Agreement of Photocopier machines of this Ministry.

Sir,

I am directed to invite sealed quotations for awarding of Full Service Maintenance Agreement of Photocopier machines of this Ministry. **The detail list of each machine is Annexed.** The rates on per copy basis have to be quoted for each photocopier machine separately on the Full Service Maintenance Agreement basis to this Ministry. Rates shall include cost of repair (if any) and ink but not cost of paper.

2. In case you are interested in undertaking the work, please submit your sealed quotation to the undersigned **latest by 3.00 P.M. on 2.4.2012.** The words "Quotation for Full Service Maintenance Agreement of Photocopier machines" may be superscribed on the envelope. **The quotations received will be opened at 3.30 P.M. on same day in Room No.201, Sardar Patel Bhavan, New Delhi.** The tenderers may, if they so desire, send one representative to be present at the time of opening of quotations.

3. The terms and conditions of the FULL SERVICE MAINTENANCE CONTRACT are as under:-

(i) The firm must have adequate experience of atleast 5 years of doing aforementioned maintenance job in the Government Department/Ministries.

(ii) The firm will give discount of 1% in the computing billable copies towards service and wastage and will also submit the current reading of the machine and get it verified from the respective user.

(iii) The firm will set right the entire machine, free of cost and verify from the respective user that machine is working properly.

(iv) The firm will affix the sticker of the firm on each photocopier wherein the Telephone No. of the firm and engineer should be clearly indicated.

(v) The machines are normally required to be repaired in the office premises within one working day from the date of receipt of complaint, wherever they are presently located (Sardar Patel Bhavan, R.K. Puram and Jeevan Prakash Building). In exceptional cases when the machine cannot be repaired in the office premises and required to be taken to the workshop, the Ministry will not make any payment towards cartage and the expense for the to and fro transportation of the machines should be borne by the firm. The ink should be supplied only from authorized dealer.

(vi) **Cartridge should be purchased from the authorized dealer and bill is to be verified before releasing payment to the contractor.**

(vii) The quotation should accompanied by earnest money of Rs.15,000/- (Rupees: Fifteen thousand only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favour of **Pay and Account Officer, Ministry of Statistics and P.I., Govt. of India, New Delhi.** The Earnest money received from the tenderers will be returned without interest immediately after the process of selecting the awardee is over;

विनीता तलवार / VINITA TALWAR
Under Secretary
संयुक्त एवं कृषि कार्य विभाग
Ministry of Statistics & P
भारत सरकार, नई दिल्ली 110001
Govt. of India, New Delhi-110001

(viii) **The technical bids & financial bids are to be sent separately.**

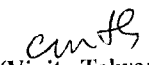
(ix) The successful tenderer will be required to furnish 'Security Deposit' amounting to Rs.50,000/- (Rupees Fifty thousand only) within 7 days from the date of giving intimation to him to the acceptance of his tender. The security deposit shall be in the form of Demand Draft, Ministry of Statistics and P.I. , New Delhi. The security deposit will be refundable, after successful completion of the contract;

(x) If the work of the party is found to be unsatisfactory, it would be entrusted to other party at the risk and cost of the contractor. In this connection the decision of the undersigned shall be final and binding upon the contractor;

(xi) If the machine is not repaired within two days, a stand by machine will be provided by the firm. If, however, you fail to repair or provide a standby machine within 2 days, then a penalty of Rs.100/- (Rupees one hundred only) per day will be charged or part thereof for delay beyond the two days till such time the machine is repaired.

4. The Ministry reserves the right to reject the lowest or any other tender without assigning any reasons thereof.

Yours faithfully,


(Vinita Talwar)
Under Secretary (Admn.)
Tele:23747929

निदेशिका / VINITA TALWAR
Under Secretary
सं. १००० / १९९९
आ. १००० / १९९९
Govt. of India, New Delhi-110001

ANNEXURE

DETAIL OF THE PHOTOCOPIER ALONGWITH THEIR LOCATION IN THIS MINISTRY

| S.No. | Location of the Photocopier | Machine Model | Serial Number of the Machine | FSMA Charges (Rate/Copy) plus taxes (in Rupees) |
|-----------------------------------|--|----------------------------|------------------------------|---|
| PANASONIC MAKE PHOTOCOPIER | | | | |
| 1. | Ad-IV Section (R.No.426-K), SP Bhavan | Panasonic (Model:DP-8020E) | FIP52700145 | |
| 2. | ACR Section (R.No.528), SP Bhavan | Panasonic (Model:DP-8020E) | FIP5270001 | |
| 3. | ESD, 9 th Floor, JP. Building | Panasonic (Model:DP-8020E) | FIP52700125 | |
| 4. | ADG(NAD)-R.No.409, SP Bhavan | Panasonic (Model:DP-8020E) | BJP-52700075 | |
| TOSHIBA MAKE PHOTOCOPIER | | | | |
| 1. | R.No.528, SPB (SSS Cell) | E-Studio 160 | CJK466415 | |
| 2. | R.No.407, SPB (ISS Section) | E-Studio 160 | CJA 571656 | |
| 3. | NAD Hall, SPB (Shri Gandhi, Dir) | E-Studio 160 | CBI222048 | |
| 4. | NAD Hall, SPB (Shri Arya, Jt. Dir) | Analog BD-2060 | CSJ119480 | |
| 5. | R.No.414, SPB (DG, CSO) | E-Studio 160 | CBI222079 | |
| 6. | R.No.204, SPB JS(Admn.) | E-Studio 160 | CJL469344 | |
| 7. | R.No.409, SPB ADG(NAD) | E-Studio 160 | CBI222040 | |
| 8. | R.No.404, SPB Dir(Mamta Saxena) | E-Studio 160 | CBI222063 | |
| 9. | Operator Room, SPB | E-Studio 452 | CIC612772 | |
| 10. | Operator Room, SPB | E-Studio 452 | CIC612806 | |
| 11. | R.No.204-C, SPB DDG(PI) | E-Studio 160 | CJK513795 | |
| 12. | R.No.425-J, SPB Dir(CPD)-Shri Dewedi | E-Studio 352 | CGL510581 | |
| 13. | SSD, R.K. Puram | E-Studio 160 | CJL467302 | |
| 14. | NSC, R.No.203, SPB | E-Studio 452 | CIA726362 | |
| 15. | SSD, RKP | E-Studio 205 | CZI618576 | |
| 16. | R.No.225 - TPP, SPB | E-Studio 160 | CJI-516803 | |
| 17. | R&P Unit, RKP | E-Studio 452 | CIL-738264 | |
| 18. | R.N.213, Pr. Adviser, SPB | E-Studio 282 | CUG-732300 | |
| 19. | Cash Section, R.No.426-E, SPB | Toshiba e-Studio 452 | CIL-738423 | |
| 20. | Parliament Section, R.No.426-J, SPB | Toshiba e-Studio 452 | CIG-845196 | |
| 21. | ICT Section, R.No.426-H, SPB | Toshiba e-Studio 452 | CIF-731280 | |
| 22. | Ad-I Section, R.No.426-G, SPB | Toshiba e-Studio 452 | CIL-738435 | |
| 23. | IPMD, R.No.210, SPB | Toshiba e-Studio 452 | CIL-738431 | |
| 24. | o/o MOS(IC), R.No.135, SPB | Toshiba e-Studio 452 | CIL-738261 | |
| 25. | Genl. Section, R.No.426-D, SPB | Toshiba e-Studio 207 | CSL-727081 | |
| 26. | Under Secy.(Vig.), R.No.426-A, SPB | Toshiba e-Studio 207 | CSE-835890 | |

सिनीता तलवार / MANITA TALWAR
 अवर सचिव / Under Secretary
 मंत्रालय का कार्यक्रम कार्यान्वयन मंत्रालय
 Ministry of Information & Public Relations
 भारत सरकार / Government of India
 New Delhi-110001

| | | | | |
|-------------------------------|--|------------------------|--------------|--|
| 27. | Admn.-II, R.No.426-C, SPB | Toshiba e-Studio 207 | CSC-831619 | |
| 28. | RTI Section, R.N.426-M, SPB | Toshiba e-Studio 207 | CSF-714438 | |
| 29. | MPLADS, R.N.229, SPB | Toshiba e-Studio 452 | CIF-731299 | |
| 30. | Operator Room (R.No.425-E, SP Bhavan) | Toshiba e-Studio 452 | CIK-850925 | |
| 31. | Operator Room (R.No.425-E, SP Bhavan) | Toshiba e-Studio 452 | CIK-850617 | |
| 32. | DG, CSO (R.No.414, SP Bhavan) | Toshiba e-Studio 452 | CIA-952156 | |
| 33. | IPMD - R.No.223, S.P. Bhavan | Toshiba e-Studio 352 | CGK-744246 | |
| 34. | o/o Secretary (S&PI) | Toshiba e-Studio 2820c | CWJ-813906 | |
| RICOH MAKE PHOTOCOPIER | | | | |
| 1. | R.No.425-E, SPB (NAD) | Ricoh (Model:6350) | A7591050025 | |
| 2. | R.No.528, SPB (ISS Section) | Ricoh (Model:4615) | H2127102466 | |
| 3. | ESD - 9 th Floor, JPB | Ricoh (Model:220) | H2410301932 | |
| 4. | SSD, R.k. Puram | Ricoh (Model:220) | H2410301977 | |
| 5. | Trg. - 8 th Floor, JPB | Ricoh (Model:270) | H2520100002 | |
| 6. | R.No.406 - ISS Section | Ricoh (Model:1027) | J0221101379 | |
| 7. | R.No.413 - DG,NSSO Staff | Ricoh (Model:2027) | J8441302996 | |
| 8. | SSD, R.K. Puram | Ricoh (Model:DSM622) | J8342000489 | |
| 9. | R.No.208-A - Personal Staff of of Jt. Adviser(IPMD). | Ricoh (Model:DSM627) | J851800118 | |
| 10. | R.No.207 - IFD Section | Ricoh (Model:DSM618D) | J9256720629 | |
| 11. | R.No.221 - Dir(IFD) | Ricoh (Model:DSM618D) | J9256720666 | |
| 12. | R.No.404 - Director (Smt. Reena Singh NAD) | Ricoh (Model:3030) | K8652200119 | |
| 13. | ESD, J.PB | Ricoh (Model:2022) | J8342000478) | |
| CANON MAKE PHOTOCOPIER | | | | |
| 1. | NAD Hall - | Canon IR-1600 | RSN-12390 | |
| 2. | CR Section - Basement, SPB | Canon IR-1600 | RSN-05526 | |
| 3. | Library - Basement, SPB | Canon iR-2200 | PSR-2312 | |
| 4. | Trg. Division | Canon iR-2200 | S.N.02648 | |

cwj

विनीता तलवार VINITA TALWAR
 अवर सचिव Secretary
 सांख्यिकी एवं आंकड़ों के विभाग मंत्रालय
 Ministry of Statistics and Public Relations
 भारत सरकार
 Govt. of India, New Delhi-110001