

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 27-06-2011

To
10. For Web-site, Computer Centre, East Block- 10,
R.K. Puram-I, New Delhi-110066

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 21.07.2011.** 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 Bhawan, 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 8 years of doing aforementioned maintenance job in the Government Department/Ministries. The firm should have the authorization from the parent company for after sale service.

(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 Bhawan, 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;

(vi) The quotation should be 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 Officers, 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;

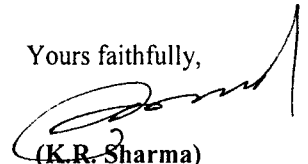
(vii) The successful tenderer will be required to furnish 'Security Deposit' amounting to Rs.50,000/- (Rupees Fifty thousand only) within 7 days from the date of giving intimation to him to the acceptance of his tender. The security deposit shall be in the form of Demand Draft, Ministry of Statistics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

(viii) 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;

(ix) 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,



(K.R. Sharma)
Under Secretary(Admn.)
Tele:23747929

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	
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	