

TENDER NOTICE

Sub- Maintenance of 14 Sharp Digital Copier with Printer installed various Section in the Land & Development Office for the Year, 2017-2018.

I am directed to invite the quotations make wise and per copy basis for full comprehensive service Maintenance annual Contract (FSMA) in respect of 14\* Sharp Digital Copier with Printer installed in various Section of this office for a period of one year i.e. 2017-18. Details of Photocopier Machines are as under:-

Sl. No.	Model	No. of Machines
1.	AR 5620 N (Sharp Digital Copier with Printer –Size A-3)	09- (Nine)
2.	AR 6020 N (Sharp Digital Copier with Printer –Size A-3)	04 -(Four)
3.	MX-M354N (Sharp Digital Multifunctional Copier	01- (One))

\*Subject to the increase/decrease at the time of awarding AMC.

2. It is requested that the quotation may be sent to the undersigned in a sealed cover mentioning "Quotation for Maintenance of of Sharp Digital Copier with Printer latest by 19.07.2017 up to 3.00 P.M. The Quotation will be opened on the same day at 4.00 P.M. in Room No. A-615, 'A' Wing, Nirman Bhawan, New Delhi. The terms and conditions of the contract will be as follows:-

1. The contract shall be of comprehensive maintenance service type and shall include providing of cons, all spares parts, toner, labor and no extra payment will be made further on this account. During the contract period it will be the responsibility of the company to keep the Sharp Digital Copier with Printer in perfect working order.
2. All repair work will be carried out within the premises of the Department. However, in case the machine is required to be taken out of the building for repair, it should only be done with prior permission of the Dy. Land & Development Officer-(Admn.).
3. In case of replacement of faulty parts they shall be replaced only by genuine new spare parts. The old parts will be shown to the S.O.(Admn)/Dy. L&DO(Admn).
4. If any machine is not repaired within a day, the contractor will provide a standby machine.
5. The contract shall be liable to be cancelled without any notice, If service rendered by the firm is not found satisfactory at any time during the period of the contract.
6. 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 quotation received without earnest money will be summarily rejected. The pay order/DD may be prepared in the name of "DDO, Land & Development Office, A' Wing, Nirman Bhawan, New Delhi-110001".

Cont.....2/-

7. The payment towards comprehensive annual service maintenance contract shall be made on monthly basis at the rates of per copy basis at the end of month on production of satisfactory reports/certificates from concerned users.
8. 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./St/CST/Vat./Tin No. List of present contract having in Government Departments may also be enclosed with the quotation.
9. It may be noted that unrealistic prices quoted by the bidders would debar the bidder to be considered for giving contract by the Department.
10. 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.
11. This Department reserves the right to select or reject any or all quotations without assigning reasons thereof.
12. **The firms/company should be of authorized Sharp Business Systems (India) pvt. Ltd. for which they are quoting the rates for FSMA. The firms who maintain Sharp Digital Copier with Printer will be preferred. They must produce valid certificate to the effect along with the tender.**
13. **Before quoting the rates the firm should check the working of the above mentioned machines.**



(Rajinish Kumar Jha)

Dy. Land & Development Officer-(Admn.)

Tel: 23061325

Copy to:

1. Computer Cell NIC for publishing the invitation for quotation in L&DO web.
2. Notice Board, L&DO.