

By Speed Post

**DELHI LEGISLATIVE ASSEMBLY SECRETARIAT  
OLD SECRETARIAT DELHI**

F. No16 (13)/2001-02 /LAS/CT/ 4887

Dated:- 23/8/13

Sub:- Quotation for AMC of Fax/Photocopier/Duplo machines in DVS.

Sir/Madam,

Please quote your most ~~comparative~~ <sup>competitive</sup> monthly AMC rate for the machines whose details are given in the enclosed sheet as Annexure A. The equipments mentioned in Annexure A are located at various branches of Delhi Vidhan Sabha.

It should be noted that no addition or alteration in the quotation or name of the articles in the list is to be made by the firm. It should be noted that firm should mention the rates with consumable or without consumable.

The rates will stand valid for a period of **One year** with effect from accepting the rates. The term of contract may be extended further, if mutually agreed, with approval of the Secretary (LA).

Quotation should be furnished duly signed and completed in every respect so as to reach this office in sealed cover on or before 30.08.13 by 4 PM. Quotations will not be accepted after due date and time. The quotations so received will be opened on 30.08.13 at 4:00 P.M.

The undersigned reserves the right to accept the quotation in part or in full or reject them even they are the lowest, without assigning the reason.

The term and conditions are attached. These should be duly signed by the authorized signatory with seal in token of their acceptance.

The Fax/Photocopier/Duplo machines may be inspected on any working day during working hours.

The Quotations shall be accompanied with Demand Draft of Rs. 2000/- (refundable to unsuccessful bidder) from any Commercial Bank in the name of "DDO, Delhi Legislative Assembly" towards the Bid Security. The successful bidder (L-1) will have to furnish performance Security to be decided later on by the Competent authority.

Firm will visit twice in a month. Bill should be submitted after satisfactory service of machines quarterly or half yearly. Service reports should be signed by branch In charge and be attached with AMC bill.

Firm will submit the PAN No. and TIN No. also.

  
DEPUTY SECRETARY (ADMN.)

Copy to:

1. Computer cell for upload on department website.
2. Notice Board of DVS

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**MINIMUM ELIGIBILITY CRITERIA**

Firm should have minimum 3 years experience of maintenance of Fax/Photocopier/Duplo Machines in Government Department/PSUs (valid proof-copies of AMC Contract/Award letter has to be attained).

Firm should have sufficient manpower to carry out repairs/attend to service related Matters.

Firm should not have been blacklisted by any Department of the Govt. of India/Govt. of Delhi.

However it is informed that fulfillment of minimum eligibility criteria does not entitle the firm to demand that their bid be evaluated.

**TERMS & CONDITIONS**

1. The department reserves the rights to accept or reject any or all the quotation without assigning any reason.
2. Rates should be quoted both in figures and words and cutting if any in the rates should be attested by the authorized signatory of the firm.
3. Rates quoted should be inclusive of all taxes.
4. Rates quoted should be valid for a period of one year.
5. On the expiry of the contract period, services should not be curtailed/stopped till such time; the AMC is taken over by the new contractor.
6. Any violation of these terms and conditions shall invite rejection of the quotation out- rightly at the time of opening of quotations.
7. Any fax Machine/photocopier may discontinue from the AMC at any time and payment will be made till the last month when the AMC was in operation vis-à-vis the discontinued item.
8. The firm should ensure that spare part(s) consumed are replaced promptly with in 24 hours, it should also be ensured that spare parts are of same make quality as installed in the existing machine with warranty/guarantee period of one year.
9. The machines shall be taken over for AMC contract on as and where installed basis.
10. This Secretariat reserves right to award the contract to more than one bidder.
11. If the firm violates the terms and conditions the Performance security shall be forfeited.
12. On receipt of verbal/written call the firm shall attend complaint within 24 hours.

**UNDERTAKING**

I/We hereby undertake that I/We have gone through the above said terms and conditions of the tender and will abide by the same.

**SIGNATURE OF THE  
AUTHORISED SIGNATARY SEAL OF THE FIRM**

(ON LETTER HEAD OF FIRM)

## RATES FOR AMC OF FAX/PHOTOCOPIERS/DUPLO MACHINES

1. Name of the Firm:
2. Tel. No:
3. Address:
4. E-Mail ID:

S. No	Name of the Fax/Photocopier Machines	Modal/ year	Qty	AMC Rate Inclusive all taxes in Rs. (digit)	AMC Rate Inclusive all taxes in Rs. (Words)
01	Samsung Fax	SF 565P 2008	01		
02	Samsung Fax	SF 565PR 2007	01		
03	Samsung Fax(MULTIFUNCTIONAL)	SCX4521 2011	02		
04	Konica Minolta fax	1390 2009	02		
05	Konica Minolta Fax	1690 2010	01		
06	Photocopier	E-studio 205/2007	05		
07	Photocopier	E-studio 200/2006	02		
08	Duplo	S520/2008	01		
09	Duplo	S550/2008	01		
10	Xerox	5821/2004 2005	02		

Details of DD furnished towards Bid Security -----

Signature of the authorized signatory  
with seal.