

No. D-18016(3)/10-GA
Government of India
Ministry of Micro, Small and Medium Enterprises.

Udyog Bhavan, New Delhi
5th March, 2010

Subject : Invitation for rate quotations for Award of Annual Maintenance Contract of fax machines in the Ministry of MSME for the year 2010-11 -regd.

Sir,

I am directed to inform you that Ministry of MSME desires to award comprehensive Annual Repair/ Maintenance contract of Samsung/ HP/Canon fax machines of the Ministry(list enclosed) for the year 2010-11 i.e w.e.f 1st April, 2010 to 31st March, 2011 on the terms and conditions mentioned in the Annexure. The machines can be inspected during the office hours on any working day from 8th March, 2010 to 15th March, 2010. Interested parties may furnish their rate quotations to Under Secretary(GA), Ministry of MSME, Room No. 356-A, Udyog Bhavan latest by 3.00 P.M on 17.3.2010 along with earnest money deposit of Rs. 3,000/- in the form of Demand Draft in favour of DDO, Ministry of MSME. The quotations will be opened on the same day at 3.30 P.M in Room No. 356-A in the presence of such tenderers who wish to be present.

Yours faithfully,

S/d-

(P.S Verma)

Under Secretary to the Government of India

Tel:- 23061636

Copy to: NIC, Nirman Bhavan for putting the tender on the Web site of the Ministry

TERMS AND CONDITIONS OF AMC OF FAX MACHINES

1. The Fax machines will be available for annual maintenance contract at Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan.
2. In case the repair is needed at your works, cost of carriage and arrangement will be borne by the vendor.
3. For repair time exceeding 24 hours from reporting time (excluding holidays) standby equipment at no extra cost shall be provided by vendor irrespective of the fact whether the defective machine are to be repaired in Udyog Bhavan or to be taken out.
4. Preventive maintenance schedule shall be submitted in advance.
5. AMC shall be carried out during office hours (0900 to 1730 hrs) on working days of Ministry of MSME. However, in case of urgency, AMC may be needed on holidays and even after office hours also for which no separate cost shall be paid.
6. The equipment availability shall be maintained at the satisfaction of the user.
7. AMC will be comprehensive and include all repair, maintenance and replacement.
8. The payment will be made in equal quarterly installments after award of contract and will be subject to satisfactory services thereafter.
9. Tax will be deducted at source, as per relevant rules and procedures .
10. The rates quoted by you will be valid for the entire period of AMC.
9. The firm shall be responsible for maintenance of the machines in working orders by placing the services of the experienced engineer in this Ministry on the working days. The work will primarily be carried out in the premises of the Ministry. Only such work, which is not possible to execute in the premises of the Ministry, would be allowed to be done at the firm's workshop with prior written permission of the Ministry.

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10. If at any stage, the services of the firm are not found satisfactory or the firm has failed to provide services and rectify the defect within 24 hours the AMC will liable to be terminated by the Ministry without assigning any reason, whatsoever.
11. The tenderer/ firm will be required to furnish a D.D. of Rs. 3,000/- in The name of DDO, Ministry of Micro, Small and Medium Enterprises at the time of sending the quotations which will be returned to them if they are not awarded the contract.
12. The successful tenderer will be required to furnish a demand draft of Rs. 6,000/- as security in the name of DDO, Ministry of Micro, Small and Medium Enterprises at the time of award of the contract which will be released to the contractor on satisfactory completion of the contract. The DD of Rs. 3,000/- submitted earlier can be adjusted in the security amount of Rs. 6,000/-.

List of Fax machines in the Ministry

Sr. No.	Section	Make	Model	Room No.
1.	O/o MOS(MSME)	Canon	L 140	166
2.	R/o MOS(MSME)	Canon	L 140	11 A , Pandit Pant Marg
3.	Secy(MSME)	Samsung	SF-565P	169
4.	O/o JS(PK)	HP	L-7288	122A
5.	O/o JS(SKP)	HP	L-7580	164
6.	Dir(SKG)	HP	C7288	268
7.	Dir(AKJ)	HP	2727nf	254
8.	DS(SKA)	HP	6208	123
9.	SSI(P)-I Section	HP	6208	462
10.	RGUMY Cell	Samsung	SF-565P	470