

No.D-24015/01/2016- Admn.(L&DO)/372
Government of India
Ministry of Housing and Urban Affairs
Land & Development Office
Administration Section

Dated .11.06.2020

NOTICE INVITING TENDER

Sub:- Quotation for AMC for comprehensive Maintenance of 16 Sharp digital copier with printers (comprehensive with parts) etc in the Land & Development Office for the period from August 2020 July 2021

Sealed quotations are invited from registered/ reputed firms for award of annual maintenance contract for Comprehensives maintenances 16 Sharp digital copier with printers (Comprehensive with Parts) etc. in the land & Development Office for the period from August 2020 July 2021, on the terms and conditions mentioned at Annexure-I. Firms interested to undertake the above mentioned work, may please submit sealed quotations addressed to Land & Development Office, Nirman Bhawan, New Delhi-110001 and deposit the same in Admn. Section, Room No.635 'A' Wing, latest by 3.30 PM on 25.6.2020. The bids will be opened at 4.00 PM on 25.6.2020 in Dy.L&DO room no. 626 'A' Wing, Nirman Bhawan, New Delhi-110001. The quotations should be accompanied with 'Earnest Money' of Rs. 10,000/- (Ten Thousand only) through e-payment/RTGS/NEFT, net banking in receipt A/C N007010200032948 Axis Bank IFSE Code UTIB0000007 in favour of PAO(Sectt.) must accompany the quotation letter Quotation received without Security Deposits' money will not be considered. Security Deposits money received from the Tendered will be returned to unsuccessful bidders without interest immediately after the process of selecting the awardee is over the other requisite document mentioned above shall be accompanied with quotation letters.

The envelop should be subscribed "QUOTATIONS for AMC for comprehensive Maintenance of 16 Sharp digital (comprehensive with parts) IN LAND & DEVELOPMENT OFFICE FOR THE PERIOD FOR ONE YEAR DURING 2020-2021."

Yours faithfully,

Padmanabha
(S.Padmanabha)

Dy. Land & Development Officer

Copy to:

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

Annexure - I

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".
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./SI/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.