

No. D-24015/01/2016- Admn.(L&DO)/376

Government of India  
Ministry of Housing and Urban Affairs  
Land & Development Office  
Administration Section

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Dated: 27.04.2021

**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 01.05.2021 to 30.04.2022.

With reference to this office's letter dated 15.04.2021, sealed quotations 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 01.05.2021 to 30.04.2022 were invited from registered/ reputed firms for award of annual maintenance contract by 03.00 PM on 26.04.2021. However, due to sudden surge of covid cases in the Nation and imposition of lockdown by GNCTD, ample quotations could not be received in this office.

Therefore, in continuation of this office's letter dated 15.04.2021, the time period for submission of sealed quotations addressed to Land & Development Office, Nirman Bhawan, New Delhi-110001 is extended upto latest by 02.00 PM on 06.05.2021. The bids will be opened at 03.00 PM on 06.05.2021 in Sr. Account Officer's room no. 615 'A' Wing, Nirman Bhawan, New Delhi-110001. The other terms and conditions of the tender letter dated 15.04.2021 shall remain unchanged.

This issues with the approval of Competent Authority.

  
(Mukesh Kumar)  
Section Officer

Copy to:-

1. Computer Cell NIC for publishing the invitation for quotation on L&DO Website.
2. Notice Board for (L&DO).
3. Guard file

  
Section Officer

No.D-24015/01/2016- Admn.(L&DO)/352  
 Government of India  
 Ministry of Housing and Urban Affairs  
 Land & Development Office  
 Administration Section

Dated 15/4/2021

**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 01.05.2021 to 30.04.2022.

Sealed quotations are invited from registered/ reputed firms for award of annual maintenance contract for Comprehensives maintenances of 16 Sharp digital copier with printers (Comprehensive with Parts) etc. in the land & Development Office for the period from May 2021 to April 2022, on the terms and conditions as 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 03.00 PM on 26.04.2021. The bids will be opened at 4.00 PM on 26.04.2021 in Sr. Account Officer room no. 615 '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 No. 007010200032948 Axis Bank IFS Code UTIB0000007 in favour of PAO(Sectt.) must accompany the quotation letter. Quotation received without Security Deposit money will not be considered. Security Deposit money received from the Tender 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 envelope should be super-scribed "QUOTATIONS for AMC for comprehensive Maintenance of 16 Sharp digital (comprehensive with parts) IN LAND & DEVELOPMENT OFFICE FOR THE PERIOD OF ONE YEAR DURING 2021-2022."

*Angb.*  
15/04/21

(Pappu Kumar Singh)  
Dy. Land & Development Officer

Copy to:-

*dc*

*Sumit*  
15-04-21

1. Computer Cell NIC for publishing the invitation for quotation on L&DO Website.
2. Notice Board for (L&DO).
3. Guard file

*Angb.*  
15/04/21

Dy. Land and Development Officer

ANNEXURE-1

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 the 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 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./St/CST/Vat./77n 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 with 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 authorized dealer. For which they are quoting the rates for FSMA.
13. Before quoting the rates the firm may check the working of the above mentioned machines.

