

No.D-21013/1/03-GA  
Government of India  
Ministry of Commerce & Industry  
Department of Industrial Policy & Promotion  
( G A Section )

Udyog Bhawan, New Delhi  
Dated: 13<sup>th</sup> June ,2008

To,

M/s.

Subject: Award of Comprehensive Annual Maintenance Contract of Copy Printer Model Risograph RP-3500 and Collator Machine functioning at B&A Section and Parliament Section of this Department.

Sir,

I am directed to invite sealed quotations for the "Award of Comprehensive Annual Maintenance Contract for Copy Printer Model Risograph RP-3500 (two) and Collator Machines ( two) functioning at B&A Section and Parliament Section of this Department Udyog Bhawan, New Delhi for one year on the terms and conditions mentioned below. In case you are interested in undertaking the maintenance work, you are requested to submit your rates to the undersigned by name in a sealed cover. The outer cover may be addressed by name to the undersigned (Room No.271-A) so as to reach not later than 3.00 PM on 5<sup>th</sup> July .2008. The quotations will be opened on the same day at 3.30 PM in room No.271-A, Udyog Bhawan, New Delhi in the presence of those tenderers who may desire to be present at that time. The terms and conditions for submitted the quotations are as under:-

Terms and Conditions:

- i) The contract will be awarded for a period of one-year. This Department, however shall reserve the rights to terminate the contract at any time without assigning any reason thereof.
- ii) All the complaint calls will have to be attended by the firm urgently. In case the fault is not removed, the firm will provide standby replacement of the Copy Printer Model Risographs RP-3500 and Collator Machines. The firm shall be responsible for maintenance of Copy Printer Model Risograph RP-3500 and Collator Machine to keep the machines in perfect working

order by placing the services of experienced engineer in this Department on working days. The work will primarily be carried out in the premises of the Department. Only such work which is not possible to execute in the premises of the Department would be allowed to be done at Firms' workshop with prior written permission of this Department.

- iii) No advance payment will be made and the contract amount shall be released only on quarterly basis after completion of each quarter during award of contract.
- iv) The vendor should have minimum one-year experience in maintenance in the field of Copy Printer Model Risograph RP-3500 and Collator Machine.
- v) If the work of the tender is not found satisfactory this Department at any time can terminate the contract without assigning any reason thereof and the decision of the Department shall be final and binding on the contractor.
- vi) All the quotations should be attached with the earnest money in the shape of DD/Banker's cheque for the value of Rs.5000/- valid for three months and payable to DDO, Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi. Successful tender will have to deposit performance guarantee of Rs.20,000/-.
- vii) The Department reserves the right to reject any quotation(s) in full or in part without assigning any reasons thereof.

( Satish Kalothra )  
Under Secretary to the Govt. of India  
Tele.23063211