

D-19021/1/2004-Gen  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, 'A' wing, Shastri Bhavan  
Dr. Rajendra Prasad Road  
New Delhi, Dated: 11.10.2011

To

As per list enclosed

Subject: Comprehensive Annual Maintenance Contract of Duplo make copy printer model No.31S of the Ministry of Corporate Affairs.

Sir,

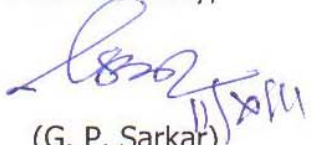
I am directed to say that this Ministry is having one Duplo make copy printer (Model No.31S) which has to be put under Comprehensive Annual Maintenance Contract (AMC) initially for a period of one year w. e. f. 1.11.2011 to 31.10.2012 which is extendable for further period on satisfactory performance.

In case, you are interested to undertake the comprehensive maintenance of the Duplo copy printer, you may submit your rates in the sealed covers to be put in the box installed in the Facilitation Centre of the Ministry at Garage No.14, 'A' Wing, Shastri Bhavan, Rajendra Prasad Road, New Delhi latest by 30.10.2011 (3 P.M.). The sealed covers may be super-scribed with "Quotations for Comprehensive AMC of Duplo make copy printer". The tenderers, if they so desire, may remain present while opening the quotations on 31.10.2008 at 3.30 P.M. in Room No.526, 'A' Wing, Shastri Bhavan, New Delhi. The terms and conditions are as under:-

1. Whether your company is having full infrastructure for the satisfactory repair of Duplo copy printer. Details in this regard may be furnished.
2. Whether the firm/agency is doing similar type of job in other Ministries/Departments. If so, copies of the contracts awarded by these Ministries/Departments may be enclosed.
3. The rates with parts and without parts have to be submitted.
4. An undertaking is to be given that in case of replacement of old damaged parts, only genuine parts will be installed.

5. The details of items covered under the comprehensive maintenance contract and the parts/items cost of which have to be borne by the Ministry may be given.
6. In case, the cost of damaged part or parts are to be borne by the Ministry, the firm has to intimate the same in advance in writing and will replace the same after obtaining the approval of competent authority.
7. The Company who has been awarded the contract will not assign the work to any second party and will attend to the complaints by themselves.
8. The Engineer of the company will have to visit two times in a week. In addition to that he will have to attend the urgent calls for rectifying the faults for keeping the machine in good working condition at any time on short notice.
9. The Ministry has the right to terminate the comprehensive AMC by giving one month's notice and vice versa, if the services rendered are not found satisfactory. In this case, the contractor will refund the proportionate amount of AMC for the rest of the period of the AMC, if any.
10. The payment will be made on quarterly basis after completion of the quarter.
11. The Ministry reserves the right to select or reject any or all the tenders without assigning any reasons whatsoever.

Yours faithfully,



(G. P. Sarkar)

Under Secretary to the Govt. of India

Copy to :- Dy. Dir, e-governance cell, Ministry of corporate Affairs, with the request to place the letter on the web site of the Ministry.