

PRESIDENT'S SECRETARIAT
(General Administration Section)

Rashtrapati Bhavan,
New Delhi-110004

No.D-17049/1/10-GA

12 January, 2010

Subject :- Tender for Maintenance Contract of Photocopiers

Sealed quotations are invited for AMC of 37 photocopiers functioning in the President's Secretariat as per details given in Annexure - 'A' for a period from 01.04.10 to 31.03.15. The likely expenditure is Rupees 8.50 lakh approximately per annum.

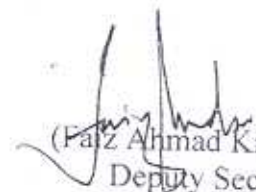
2. Tenderers are required to furnish their **bids** in two parts namely (a) **technical bid** and (b) **financial bid**. The technical bid should contain the Company profile, work experience, Income Tax No., Registration No., Personnel employed, Earnest Money Deposit, Authorisation letter from the parent company and any other relevant document which the firm wishes to submit. The discounts if any may be quoted by the bidder. The bids complete in all respect in separate sealed covers superscribed "**Technical bid - Maintenance Contract of Photocopiers**" and "**Financial bid - Maintenance Contract of Photocopiers**" addressed to **The Deputy Secretary (K), President's Secretariat, Rashtrapati Bhavan, New Delhi-4** should be dropped in the tender box placed at the Central Registry Section, Rashtrapati Bhavan, near Brassey Avenue, Opposite Cathedral Church, New Delhi on all working days between 9 a.m. and 5 p.m. **The last date for dropping the bids is 04.02.10**. Incomplete bid document will not be accepted. Late submission of tenders will not be accepted.
3. The intending tenderer will be required to deposit an account payee Demand Draft/Pay Order/Cheque for **Rs.6000/- as earnest money in favour of Pay and Accounts Officer, President's Secretariat, Rashtrapati Bhavan, New Delhi**. The earnest money of the firms, whose quotations are not approved, will be refunded as quickly as possible. The firm, which is finally selected, will be required to make a Security Deposit of 5% of the contract value.
4. The firms will be shortlisted on the basis of the technical bid and those firms who meet the prescribed specifications will be considered for opening their financial bids. The technical bid will be opened on **05.02.10** at 11:00 a.m. by a board.
5. Following are terms and conditions :-
 - i) AMC for the photocopiers as in the enclosed list should be comprehensive on site. Replacement of defective parts, preventive maintenance of photocopiers including the cleaning, health check-up etc. will need to be carried out on monthly basis. The contract should be with or without consumable items like ink cartridge, toner, drum etc and the rates should be quoted accordingly. The contractor should quote the rate of only those machines for which they have authorization from the parent company.
 - ii) The complaints should be attended to on the day these are reported. The machines are normally required to be repaired in President's Secretariat only. In exceptional cases when the machines cannot be repaired in the office premises and required to be taken to the workshop, this Secretariat will not make any payment towards cartage and expense for to and fro transportation of the machines will be borne by the firm. Only genuine spare parts will be used.

iii) Payment will be released on half yearly basis in case of 'Consolidated amount contract' and on monthly basis in case of 'Per copy contract' on submission of bills.

iv) In the event of breach of any term or condition of the contract, the Secretary to the President reserves the right to annul the contract and have the work completed alternatively at the contractor's risk and expense without any further notice to him. The contractor will have no claim for compensation for any loss which he suffers in any case of default of the contracted terms. In case of any default by the contractor, his security deposit will be forfeited.

v) The Secretary to the President reserves the right to accept or reject any quotation in whole or in part without assigning any reason thereof.

vi) In case of any dispute, the decision of the Secretary to the President of India will be final and binding on both parties.


(Faiz Ahmad Kidwai)
Deputy Secretary

Deputy Secretary
President's Secretariat

S.No.	Make	Location	Date of purchase	Cost (Rs.)
1.	Xerox 5638	Invitation	31.03.08	239590
2.	Xerox 5638	Establishment	31.03.08	239590
3.	Xerox 5638	Garage	31.03.08	239590
4.	Xerox 5638	CR	31.03.08	239590
5.	Xerox 5638	Bill Estt.	31.03.08	239590
6.	Xerox 5638	Keeper (Art)	31.03.08	239590
7.	Xerox 5638	ADC Room	31.03.08	239590
8.	Xerox 5638	JS-cum-SSP's Cell	31.03.08	239590
9.	Canon IR3530	R & C Cell	26.03.08	213708
10.	Canon IR3530	Medical Room	26.03.08	213708
11.	Muratec MFX 2700	CA-I	26.03.08	165947
12.	Canon IR 1600	P-II	June 03	81536
13.	Canon IR 1600	OSD(Hindi)	June 03	81536
14.	Canon IR 2200	Secretary Cell	June 03	289000
15.	Canon IR 2200	EBA	June 03	289000
16.	Canon NP 7120	Personal Cell	22.08.03	68850
17.	Canon NP 7160	PSP(J)	October 03	170040
18.	Canon IR 2230	Addl CPH office	31.03.06	226629
19.	Canon IR 3220 colour photocopier	PSP(GKD)	31.03.05	1057409
20.	Canon IR 3220 colour photocopier	RTI	31.03.05	1057409
21.	Canon IR 3530	Library	22.07.05	333765
22.	Minolta Di3510	Personal Cell	04.10.04	635706
23.	Muratec MFX 1200	PEC	19.02.05	41668
24.	Muratec MFX 1200	Admn	24.03.05	41668
25.	Muratec MFX 1200	GA	31.03.05	41668
26.	Muratec MFX 1200	Message	31.03.05	41668
27.	Muratec MFX 1200	DS(K) Cell	13.03.04	43829
28.	Muratec MFX 1200	Guest Wing	13.03.04	43829
29.	Muratec MFX 1200	Garden	13.03.04	43829
30.	Muratec MFX 1200	JSP	05.03.04	43829
31.	Muratec MFX 2530	I/AU	31.03.04	286521
32.	Muratec MFX 2530	CA-II	01.10.03	286521
33.	Muratec MFX 2500	Tour	Jan 01	210000
34.	Muratec MFX 2500	P-I	March 01	251515
35.	Canon IR 3300	Ceremonial	28.02.03	-
36.	Muratec 2700	Cash	26.03.09	184096
37.	Panasonic DP 8020 E	Sitting Room, 2 nd Floor, Family Wing	26.03.09	109743