

**PRESIDENT'S SECRETARIAT**  
(General Administration Section)

Rashtrapati Bhavan,  
New Delhi-110004

No.D-17016/1/08-GA

December, 2008

**Subject :- Tender for Annual Maintenance Contract of Fax Machines**

Sealed quotations are invited for AMC of 28 fax machines functioning in the President's Secretariat as per details given in Annexure - 'A' for a period of two years from 01.04.09 to 31.03.11. The likely expenditure is Rupees 2.5 lakh approximately.

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 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 - Annual Maintenance Contract of Fax Machines**" and "**Financial bid - Annual Maintenance Contract of Fax Machines**" 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 24.12.08.** 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.3000/- 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 26.12.08 at 11:00 a.m. by a board.

5. Following are terms and conditions :-

i) AMC for the fax machines as in the enclosed list should be comprehensive on site. Replacement of defective parts, preventive maintenance of fax machines on monthly basis 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.

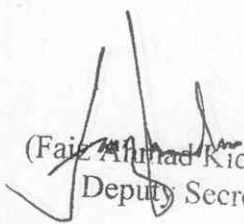
  
**FAIZ AHMAD KIDWAI**  
Deputy Secretary  
President's Secretariat  
Rashtrapati Bhavan,  
New Delhi-110004

iii) Payment will be released on half yearly basis in case of 'Consolidated amount contract'.

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. Further, if any, will be settled in the court of law at New Delhi.

  
(Faiz Ahmad Kidwai)  
Deputy Secretary

FAIZ AHMAD KIDWAI  
Deputy Secretary  
President's Secretariat  
Rashtrapati Bhavan,  
New Delhi-110004

## List of Fax Machines

| S.No. | Make               | Date of Purchase |
|-------|--------------------|------------------|
| 1.    | Panasonic UF-332   | 09.07.98         |
| 2.    | Panasonic UF-332   | 09.07.98         |
| 3.    | Panasonic UF-332   | 27.07.99         |
| 4.    | Panasonic KXFP-152 | 26.06.03         |
| 5.    | Panasonic KXFP-152 | 26.06.03         |
| 6.    | Panasonic KXFP-152 | 31.07.03         |
| 7.    | Modi-800           | 24.11.95         |
| 8.    | Modi-800           | 24.01.96         |
| 9.    | Modi - 2305        | 07.03.94         |
| 10.   | Muratec F-98       | 23.07.02         |
| 11.   | Muratec F-98       | 23.07.02         |
| 12.   | Muratec F-98       | 01.10.02         |
| 13.   | Muratec MFX-1200   | 30.08.02         |
| 14.   | Muratec MFX-1200   | 12.09.02         |
| 15.   | Muratec MFX-1200   | 14.09.02         |
| 16.   | Muratec F360       | 31.03.04         |
| 17.   | Canon L-280        | 08.12.04         |
| 18.   | Canon L-280        | 30.09.02         |
| 19.   | Canon B-155        | May, 2003        |
| 20.   | Canon B-155        | 01.07.03         |
| 21.   | Canon ICMF-5650    | 31.03.05         |
| 22.   | Canon ICMF-5650    | 31.03.05         |
| 23.   | Canon ICMF-5650    | 31.03.05         |
| 24.   | Canon L 220        | 08.06.05         |
| 25.   | Canon L380         | 12.07.05         |
| 26.   | Canon L 220        | 26.03.08         |
| 27.   | Canon L 220        | 28.03.08         |
| 28.   | Canon L 220        | 30.03.08         |