

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

Rashtrapati Bhavan  
New Delhi-110 004

No. D-20011/3/09-GA

25 September, 2009

**Subject: Notice Inviting Tender for Annual Maintenance Contract of a Colour Digital Printer 'Konica Minolta Bizhub, C-550'**

Sealed quotations are invited for AMC of a Colour Digital Printer of model '**Konica Minolta Bizhub, C-550**' functioning in Govt. of India Press, Rashtrapati Bhavan. It was purchased/installed in the Press on 24.4.08.

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, Tax Identification Certificate and any other relevant document which the firm wishes to submit. The **financial bid** should contain the rate quoted in words and figures. Details of rates, taxes and 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 a Colour Digital Printer 'Konica Minolta Bizhub, C-550'**" and "**Financial bid – Annual Maintenance Contract of a Colour Digital Printer 'Konica Minolta Bizhub, C-550'**" addressed to the Deputy Secretary (K), President's Secretariat, Rashtrapati Bhavan, New Delhi-110 004 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 **21.10.2009** by 3 p.m. Incomplete bid document will not be accepted. Late submission of tenders will also not be accepted. The tenders will be opened on **22.10.2009** at 3.30 pm by a Board in the presence of the tenderers or their representatives who desire to remain present at that time.

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. 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.

5. The Secretary to the President reserves the right to accept or reject any bid in whole or in part without assigning any reason thereof.

6. The NIT is also displayed on our website '**www.rashtrapatisachivalaya.gov.in**'



7. **Terms & Conditions:** -

- (i) AMC for the equipment will be comprehensive on site.

One visit every month for health check up for equipment.

Replacement of defective parts, preventive maintenance of equipment on quarterly basis including cleaning, health check-up etc. will be carried out.

The complaints will be attended to on the day these are reported or maximum within 24-48 hrs.

- (v) The equipment is normally required to be repaired in the premises only. In exceptional cases when the equipment cannot be repaired in the premises and required to be taken to the workshop, this Secretariat will not make any payment towards cartage and the expense for the to and fro transportation of the equipment will be borne by the firm.
- (v) Only genuine spare parts will be used.

  
(Faiz Ahmad Kidwai)  
Deputy Secretary