

No. D-21014/2/2008-Gen
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhavan
Dr. Rajendra Prasad Road
New Delhi, dated: 29.11.2011

To
The Authorized service providers of Canon India
(as per list enclosed)

Subject: - Comprehensive Annual Maintenance Contract in respect of Canon Photostat machines in the Ministry of Corporate Affairs for a period of one year w. e. f. 01.01.2012 to 31.12.2012 - Reg.

Sir,

I am directed to invite the quotations from Authorized service providers of Canon India for Comprehensive Annual Maintenance Contract (FSMA) in respect of 14 Canon photocopy machines functioning in the Ministry of Corporate Affairs for a period of one year w. e. f. 01.01.2012 to 31.12.2012, which is extendable further subject to satisfactory performance. The rate may be quoted at the rate of per copy without any minimum/maximum condition. The details of machines may be seen at Annexure -I.

2. The quotations may be submitted in a sealed cover super-scribed "Quotations for comprehensive Maintenance of Photocopy Machine" and addressed to the Under Secretary (General Branch), Ministry of Corporate Affairs, Room No. 526, 'A' Wing, Shastri Bhavan, New Delhi so as to reach the undersigned by 3.00 P.M on or before 23.12.2011 (Friday). The quotations will be opened on the same day at 3.30 P.M in Room No. 526, 'A' wing, Shastri Bhavan. Interested addressees who wish to be present at the time of opening of Quotations may remain present. Your representative may also inspect the machines before submission of tender.

3. The contract shall be on a comprehensive maintenance service basis i.e. no extra charges for supply of toner, replacement of any defective parts will be paid by this Ministry. During the currency of the contract period it will be the responsibility of the company to keep the equipment in perfect working order. The repair works will have to be carried out at the location of the equipment except in the exceptional circumstances where the equipment or any component may be required to be taken out for repairs in workshop.

4. The payment towards AMC charges would be made on meter reading basis supported by certificate from the concerned users on half yearly basis.

5. Earnest money by means of a Demand Draft/Pay order of Rs.10,000/-, in favour of Pay & Account Officer, Ministry of Corporate Affairs, New Delhi may be enclosed with the quotation. The Quotation received without earnest money will be summarily rejected.

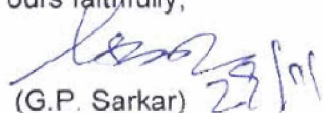
6. The firms are required to furnish documents in support of their standing and goodwill by certificates of Ministry/Department with complete address and telephone Nos/Income Tax No. SSC/CST No. List of present contracts in Govt. Departments may also be enclosed with the quotations.

7. The successful bidder has to submit the performance security of Rs. 30,000/- as per Government rules.

8. Ministry of Corporate Affairs reserves the right to select and reject any or all quotations without assigning any reasons whatsoever.

9. AMC will be terminated any time during the pendency of contract, if the service is found unsatisfactory.

Yours faithfully,


(G.P. Sarkar)

Under Secretary to the Govt. of India

Copy to:- Dy. Dir, e-governance cell with the request to put the matter in the web site of the Ministry of Corporate Affairs and inform the Serial/ticket no. to the General Branch.

ANNEXURE -1

Details of Photocopy Machines functioning in the Ministry of Corporate Affairs.

Sl.No.	Make/ Model	Location
1	Canon iR3045	510 -'A' Wing, General Branch
2	Canon iR3300	510 -'A' Wing, General Branch
3	Canon iR3530	515 -'A' Wing, Secretary Office
4	Canon iR3530	509 -'A' Wing, AS office
5	Canon iR3530	523 -'A' Wing, (Parliament Section)
6	Canon iR3530	540 -'A' Wing, Vigilance Section
7	Canon iR3530	518 -'A' Wing, Admn. Section
8	Canon iR2020	533 -'A' Wing, E.A's Room
9	Canon iR1600	520 -'A' Wing,
10	Canon iR1600	523 -'A' Wing,
11.	Canon iR3530	LLP office, CGO, Complex
12.	Canon iR3245	Minister's office Room No. 437, 'C' Wing
13	Canon iR3245	MOS(CA)'s office in Room No. 512, 'A' Wing, (purchased on 6.6.2011)
14	Canon iR 2022N	508- 'A' Wing, e-governance cell