



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI

No. CPAO/Admn./AMC of Photocopier/2019-20/ 01

Date - 01-04-2019

Notice Inviting Quotations

Subject:- Annual Maintenance Contract of eight (08) Photocopier Machine installed in this office.

Sealed Rate Quotations are hereby invited for the Annual Maintenance Contract of eight (08) photocopier machine (Refilling tonner & Maintenance) installed in various sections of this office. The intending bidders may submit their quotations on or before 05.04.2019 upto 3.00 PM. The sealed quotation should be super subscribed with **AMC of Photocopier Machine** in favour of Sr. AO (Admn), Central Pension Accounting Office, Trikot-II, Bhikaji Cama Place, New Delhi-110066. Details of Photocopier Machines are as under:-

| Sl. No | Photocopier Model | Serial No. | Section |
|--------|-------------------|------------|---------------------|
| 1 | Ar-5731 | 35001957 | RBD Section |
| 2 | MXM 310N | 2500867100 | Legal Section |
| 3 | Ar-5731 | 25025580 | Authorisation-II |
| 4 | AR-5731 | 25025590 | CC(P) Sectt. |
| 5 | MXM 310N | 25008651 | Admn. & Esttb. |
| 6 | AR-5731 | 25019634 | Account Section |
| 7 | AR-6031N | 53020049 | Co-ordination & AIS |
| 8 | AR-6031N | 53019219 | Authorisation-III |

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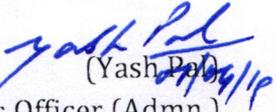
Terms & Conditions:-

1. The contract shall be for a period of one year from the date from which the contract is signed.
2. Quotations of firms imposing their own terms & conditions shall be treated as rejected straightway.
3. Incomplete quotations and late quotations are liable to be rejected.
4. AMC of Photocopier Machine includes Refilling of tonner, Maintenance and supply of spares parts required for maintenance of the Photocopier Machine.
5. Servicing, replacements, renewal etc. shall be carried out on site and only genuine spare part/assemblies shall be used for the purpose.
6. The quotation should be accompanied by the Earnest Money Deposit (EMD) for an amount of Rs. 5000/- in the form of Demand Draft drawn in favour of Pay & Accounts Officer, O/o - CPAO, Trikoot - II, Bhikaji Cama place, R. K. Puram, New Delhi. The EMD shall be refunded to all the unsuccessful bidders after completion of the selection process of successful bidder. Quotations which are not accompanied by EMD will not be entertained.
7. The vendor may inspect the system/machine on any working days from 11.00 AM to 4.00 PM before submitting the quotation.
8. The company contract should not have been terminated before the expiry of the full term, in any of the previous years or current year.
9. The company must have expertise persons in the field of maintenance of photocopier machines and its service engineer must be knowledgeable enough to troubleshoot any problems related to photocopier machines.
10. The Company/Firm/Enterprises intending to submit the tender shall be authorized organization in the field of maintenance of photocopier machines.
11. No advance will be provided to the supplier and installer.
12. The rates should be quoted in words and figure. In case rates quoted in figure and words differ, the rates quoted in words shall be taken as final.
13. The department shall have every right to cancel the quotation at any time during the period of contract.
14. All the complaint should be attended within 24 hours, failing which penalty of Rs. 100/- per day will be made for not attending the complaint.
15. It shall be responsibility of the firm to maintain all the photocopy machines in good working conditions and take prompt action to rectify the machine.
16. In case of any dispute, the decision of the Appropriate Authority shall be final.
17. The Department reserves the right to increase or decrease the number of photocopier machines offered for annual maintenance contract.
18. Quotations should be furnished only in company letter head with clearly mention of GST No.

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19. TDS @ 2% will be deducted from each amount of bill submitted by the vendor/contractor.
20. Company should have experience of work with Govt. Departments.
21. Quoted rates shall remain valid for one year.
22. The contract may be extended for further period at the same rate of contract, subject to requirement.
23. The payment shall be made to vendor on monthly basis.
24. The contract may be terminated, if it is found that the agency is blacklisted on previous occasion by the any of the Departments/Institutions/Local Bodies/Public Sector Undertaking, etc.

Yours faithfully


(Yash Patel)
27/09/19
Sr. Accounts Officer (Admn.)

Copy to:-

1. PS to CC(P), CPAO
2. PA to ACA, CPAO
3. Office order file
4. CPAO's Website