



भारत सरकार
GOVERNMENT OF INDIA
सूचना और प्रसारण मंत्रालय
MINISTRY OF INFORMATION & BROADCASTING
'ए' विंग, शास्त्री भवन, नई दिल्ली- 110 001
'A' Wing, Shastri Bhavan, New Delhi- 110 001

तारीख/Date:06.02.2012

TENDER NOTICE

Sealed quotations are invited from reputed firms/companies for the FULL SERVICE MAINTENANCE Agreement (FSMA) of Photocopier machines installed in the Main Sectt. Min. of I & B, Shastri Bhavan, New Delhi.

2. The FSMA will include all spares and consumables (except manpower, electric power and photocopy paper). The rates should be submitted (for Toshiba, Xerox, Sharp, Godrej and Ricoh) per copy basis for each photocopier machines separately. It will be the responsibility of the firm/company to provide **genuine Software/OEM (Original Equipment Manual) spare parts/toner** for the machines and to keep them in proper working order.
3. The total number of machines is about forty. The number of machines would vary from time to time. Few more machines are likely to be included, after the expiry of warranty period. Rates of these photocopiers will be taken on the basis of rates quoted for similar models of machine.
4. Company must be registered as Private Limited or Limited with the Registrar of Companies and authenticated copy of registration should be enclosed. The firm/ company submitting quotation must be financially sound. The annual turnover of the firm should not less than 70 lakh per annum. The firm/company would have previous experience in maintenance of such equipment with at least three Government/Public Sector Undertaking in Delhi and proof of that effect should be attached. In two of them the machine quantity separately exceeded more than hundred. Documentary proof must be submitted along with quotations.
5. The firm/company should preferably be ISO certified.
6. The firm/company applying for this tender would produce certificates for the previous financial year from the concerned authorities relating to the payment of Service Tax, Income Tax, Works Contract Tax and any other tax applicable.
7. The firm/company should be authorized Service provider of various brands (Toshiba/Ricoh/Xerox/Sharp/Godrej etc.) for which they are quoting the rates for FSMA. They must produce valid certificate to that effect along with the tender. The interested firm/company can also submit their tender (s) for single brand of machine (s).
8. The firm/company shall **maintain the equipment (s) as per manufacturer's guidelines and shall use Standards components for replacement.** Until and unless written orders of the undersigned, Section officer (Admn.III) are conveyed, **the original specification/characteristics/features shall not be changed.**

