

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION : CARE TAKING BRANCBH
ROOM NO.9-A, OLD SECRETARIAT, DELHI-54, PH; 23890300**

No.F.1/58/CTB/10-11/487

Date: 30/7/12

NOTICE INVITING TENDER

I am directed to say that the Directorate of Education intends to award FSMA of 10-15 photocopiers of TOSHIBA/Canon/Modi Xerox make installed in various branches of HQ of Education Department which can be inspected in person by interested parties.

You are, therefore, requested to quote your rate for FSMA (Full Service Maintenance Agreement) per copy which includes replacement/maintenance of all parts alongwith toner excluding paper for two years in the following format:-

Rate per copy (single side)	Rate in Rs.

Terms & Conditions:-

1. Rate will be valid for a period of 02 years from the date of award of contract.
2. The tenderer shall quote per copy charges, which will include the maintenance charges for maintaining the machines including parts in proper order through the contract period i.e. two year. Under FSMA per copy charges shall be paid to the selected company on pro-rata basis depending upon the number copes taken from the machines on quarterly basis.
3. The consumables and non-consumables used in the machine should be a new and original and of the make, type and specifications as recommended by the manufacturer for respective models.
4. Rates are whether inclusive or exclusive of tax should be categorically and specifically mentioned.
5. A penalty of Rs. 100/- per day shall be imposed and deducted from the bill if the complaint regarding non functioning of machine is not attended within 48 hrs of lodging complaint with the company.
6. Any expenses incurred by the department on photocopying on account of machines not being functional shall be deducted from the bill.

7. An EMD of Rs. 10,000/- in the form of D.D./FDR/Bankers cheque/Pay Order or a Bank guarantee from any of the commercial Bank in favour of Director Education, GNCT of Delhi should be enclosed with the tender.

8. The successful bidder/tenderer shall have to deposit performance guarantee worth Rs. 20,000/- in the form of Account Payee Demand Draft, Bank guarantee from a commercial bank/Fixed Deposit in favour of Director, Education GNCT of Delhi which should be valid for a period of 60 days beyond the date of contractual obligations.

9. The firms participating in the tender should note that all the machines (Toshiba, Canon, MODI etc) except for SHARP make which are already under FSMA, shall have to take under the FSMA.

10. Any conditional tender on the part of the tenderer will be summarily rejected.

The quotation should reach the undersigned in sealed envelop upto 01.00 P.M. on 13.8.2012 positively. No quotation will be entertained after scheduled date and time. These sealed quotations will be opened on the same day in the chamber of Special DE (Fin.), Directorate of Education, Room No. 9, Old Sectt, Delhi at 04.00 P.M. It is requested to ensure your presence, if possible, at the time of opening quotations.

Ajay Kumar
(AJAY KUMAR)
D.D.E (CTB) 30/7

To,

O.S. (I.T.) - with the request to upload the tender notice on the deptt's website.

Notice Board.