

PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF URBAN DEVELOPMENT
'F' WING, 2nd FLOOR, NIRMAN BHAWAN, NEW DELHI - 110011.
TEL. NO. 23062320, 23061283 & Fax No.23062989.

D-13020/PrAO/UD/E&W/Fax./2009-10/10826

Dt. 11.12.2009

Subject : Annual Maintenance Contract (AMC) for maintenance of fax machines..

The Principal Accounts Office, Ministry of Urban Development, Nirman Bhawan, New Delhi invite sealed quotations for the Annual Maintenance Contract (Comprehensive) of all fax machines belonging to this office for one year i.e. w.e.f. Jan'2010, which is extendable on satisfactory performance on the terms and conditions mentioned below. In case you are interested in undertaking the jobs, you are requested to submit your rates separately for each machine in the attached proforma duly completed and signed by you to the undersigned by name in sealed cover, the outer cover showing clearly "Quotation for maintenance of fax machines for the year 2010-11" so as to reach the undersigned at Principal Accounts Office(Admn.), F-wing, Ministry of Urban Development, Nirman Bhawan, New Delhi not later than 4:00 PM on 31.12.09. The quotation shall be opened on the same day at 4:30 PM in the chamber of the undersigned, where you or your representative may be present.

Terms and Conditions :-

1. The successful firm will be required to do the work of maintenance from the date of acceptance of tender.
2. Incomplete or conditional tenders will not be entertained.
3. The work will be awarded to only such firms who have successfully undertaken similar work at least three Ministries/Departments of Govt.
4. The maintenance contract shall be on a comprehensive basis which covers preventive maintenance, service and supply of all spare parts. No extra charges for supply of spare parts or replacement of any defective parts will be paid by this office. During the contract period it will be the responsibility of the company to keep the equipments in perfect working order.
5. Tender should be accompanied with a Demand Draft of Rs.5000/- (Rupees Five Thousand Only) as Earnest Money from any scheduled bank in Delhi/New Delhi drawn in favour of "Pay & Accounts Officer(Sectt.), Pay & Accounts Office, Ministry of Urban Development, New Delhi". Quotations received after due date and time and without earnest money will not be considered. The EMD of the firm whose tender is accepted will be deposited to the Pay & Accounts Office as security money. This will be released after expiry of the AMC. The earnest money and security money shall bear no interest.

6. Once accepted, the rates will not be altered during the contract period. This office may terminate the contract at any time without assigning any reason. If the services of the firm are found to be unsatisfactory, the contract will be awarded to another firm at the risk and expense of the defaulting firm. In this regard, the decision of this office shall be final and binding upon the firm.
7. Only such work which cannot be done in the office premises would be allowed to be done outside by providing standby machine and no extra charges would be paid on this account.
8. This office will be free to award a particular work to any of the firms at the lowest rates. The decision of the Competent Authority will be final and binding.
9. The payment towards AMC charges would be made on quarterly basis on production of satisfactory reports from the concerned users and submission of the bills (in duplicate).
10. If the firm fails to attend the complaints within 24 hrs. and repair the machine within a reasonable period, penalty of 5% for the delay of each work or a fraction thereof shall be charged and the same shall be deducted from the gross amount of the bill. The decision of the Head of the Department for the reasonable period of repair shall be final.
11. This office reserves the right to reject any quotation in whole or in part without assigning reason therefore.

Yours faithfully,

(A.K.Ralhan)
Asstt. Controller of Accounts
Tel. No. 23061283.

Copy to :

1. All Ministries/Deptts. with the request that they may bring the contents of this letter to the notice of all concerned. A copy thereof may please be displayed at their Notice Board.
2. Technical Director(NIC), for displaying the contents of this letter on the website of this office www.ccamoud.nic.in.
3. Notice Board.

(A.K.Ralhan)
Asstt. Controller of Accounts

Annexure

Ref : Asstt. Controller of Accounts, Principal Accounts Office, M/o Urban Development, Nirman Bhawan, New Delhi letter No. D-13020/Pr.AO/UD/E&W/Fax/2009-10/10826 Dated 11.12.2009.

Sl. No.	Model No.	Quantity	Amount Quoted (Rs.)
1.	Panasonic KS FP-343	1	
2.	Samsung SF 565P	1	
3.	Panasonic KX FM 386	1	
4.	Panasonic KX FLB-802	1	
5.	Samsung SCX 4216F	1	
6.	Samsung SF 565 RP	1	
TOTAL		6	Rs.

Name of the firm :

Authorised person :

Address of the firm :

Contact No. :

Fax Nos. :

Service Tax No. : (Copy enclosed)

PAN No. : (Copy enclosed)

Details of E.M.D. enclosed :

D.D. No. and Date :

Amount : Rs. 5000/-

Name of the Bank/Branch :

Dated :Dec.'2009.

Signature :

Name :

Contact No. :