

PRESIDENT'S SECRETARIAT
(General Administration Section)

Rashtrapati Bhavan,
New Delhi-110004
18 January, 2007

No.D-17016/1/01-GA

To

Subject : Annual Contract for maintenance of Fax machines.

Sir,

This Secretariat proposes to enter into an annual contract for the maintenance of Fax machines for the period of two years w.e.f. 1.3.2007 to 28.02.2009 as per details given in the Annexure.

2. The Tenderers are required to furnish their bids in two parts (a) technical bid and (b) financial bid. Both the bids should be sealed separately and inscribed with the words "Technical Bid for AMC of Fax machines" and "Financial Bid for AMC of Fax machines". The last date for dropping of bids (technical and financial bids) in the box placed for this purpose at the Central Registry Branch, Rashtrapati Bhavan, near Brassey Avenue, opposite Cathedral Church, New Delhi, is **1st February, 2007** upto 5.00 p.m. The technical bid should contain the company profile, a copy of authorization letter from the Head Office, PAN Number/Income Tax Number, Service Tax Number,
3. The intending firms will be required to submit a Demand Draft of **Rs.2,500/-** (Rupees two thousand and five hundred only) as earnest money in the name of Pay & Accounts Officer, President's Secretariat. Tenders without requisite earnest money will be treated as invalid. Earnest money of the firms, whose quotations are not approved, will be refunded at the earliest.
4. The first short list will be made on the basis of the technical bid and those firms which meet the prescribed specifications will be considered for opening their financial bids. The technical bid will be opened on **2nd February, 2007** at 1100 hrs by a Board.
5. Following are the terms and conditions :
 - (i) AMC for the Fax machines as in the enclosed list should be Comprehensive on site. Replacement of defective parts, preventive maintenance of Fax machines on monthly basis including the cleaning, health check-up etc. will need to be carried out. In case the Fax machine is to be taken out from Rashtrapati Bhavan for repair, it should be ensured that a standby is provided. The unit should be returned to the Rashtrapati Bhavan within 24 hrs. and maximum of 48 hrs. if extraordinary repair is required. In case of delay after 48 hrs. in returning the unit, a penalty of 1% of the total approved amount of AMC shall be levied per day. The decision of the Secretariat shall be binding and final in this regard.

- (ii) only genuine spare parts would need to be used;
- (iii) the complaints should be attended to on the day these are reported;
- (iv) the machines are normally required to be repaired in President's Secretariat only. In exceptional cases when the machines cannot be repaired in the office premises and required to be taken to the workshop, this Secretariat will not make any payment towards cartage and the expense for the to and fro transportation of the machines will be borne by the firm;
- (v) the payment will be released on half-yearly basis, i.e. 50% of the total AMC charges will be released after six months of the commencement of contract period and the remaining 50% after the successful completion of the contract.
- (vi) the successful tenderer will be required to furnish a security deposit of 0.5% of the total cost of machines within 10 days from the date of acceptance of his tender. The security deposit shall be in the form of Demand Draft/Pay Order in favour of Pay & Accounts Officer, President's Secretariat, Rashtrapati Bhavan, New Delhi. The security deposit is refundable after the successful completion of the contract. The security deposit will be forfeited if the services of the firm are found to be unsatisfactory in any respect or in the event of breach of contract by the contractor before the date of maturity of the contract;
- (vii) The contract may be terminated by the Secretariat at any time without assigning any reason thereof. Further if the services of the firm are found to be unsatisfactory, the contract will be awarded to another firm at their risk and expense. In this regard the decision of the Secretariat will be final and binding upon the firm.

6. The President's Secretariat reserves the right to accept or reject any quotation in whole or in part without assigning any reason thereof.

Yours faithfully,



(R S Rana)
Deputy Secretary

Details of Fax machines

Sl.No.	Make	Date of Purchase
1.	MODI-F2305	March,94
2.	MODI-F800	November,95
3.	MODI-F800	January,96
4.	PANASONIC-UF332	July,98
5.	PANASONIC-UF332	July,98
6.	PANASONIC-UF332	July,99
7.	PANASONIC-KXFP152	June,03
8.	PANASONIC-KXFP152	June,03
9.	PANASONIC-KXFP152	July,03
10.	PANASONIC-KXFP152	December,03
11.	BROTHER-645	March,01
12.	MURATEC-F98	July,02
13.	MURATEC-F98	July,02
14.	MURATEC-F98	October,02
15.	MURATEC-MFX1200	August,02
16.	MURATEC-MFX1200	September,02
17.	MURATEC-MFX1200	September,02
18.	MURATEC-F360	March,04
19.	CANON-L280	September,02
20.	CANON-L280	March,03
21.	CANON-B155	May,03
22.	CANON-B155	July,03
23.	CANON-L280	December,04
24.	CANON-ICMF5650	March,05
25.	CANON-ICMF5650	March,05
26.	CANON-ICMF5650	March,05
27.	CANON-L220	June,05
28.	CANON-L380	July,05