

Speed post

No.D- 21014/4/2002-GA
Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
(G A Section)

Udyog Bhawan, New Delhi
Dated: 18th May, 2010

Subject: Annual maintenance agreement for punching and binding machines.

Dear Sir,

I am directed to invite sealed quotations for the "Comprehensive Service Maintenance Contract" for the repair/service of punching and binding machines installed at various Officers/Sections rooms for one year on the terms and conditions mentioned below. In case you firm is interested in undertaking the maintenance work, you may submit your rates to the undersigned by name in a sealed cover. The outer cover may be addressed by name to the undersigned (Room No.271-A) so as to reach not later than 3.00 PM on 11.6.2010. The quotations will be opened on the same day at 3.30 PM in room No.271-A, Udyog Bhawan, New Delhi in the presence of those tenderers who may desire to be present at that time. The Details of the machines are as follows :-

Sl.No.	Machine Description	Machine Location
1	Sure binding machine	Room No.135
2	Wire binding machine	Room No.440 B
3	Comb binding machine	Workstation
4	Comb binding machine	Room No.452
5	Comb binding machine	Room No.452
6	Wire binding machine	Jt. Secretary Office
7	Comb binding machine	Room No.366-A

The terms and conditions for submission of quotations are as under:-

Terms and Conditions:

- i) The contract will be awarded for a period of one-year, which can be extended on same terms and conditions if service are found satisfactory for another year.
- ii) All the complaint calls will have to be attended by the firm urgently. In case the fault is not removed, the firm will provide standby replacement of punching and binding machines.
- ii) The firm shall be responsible for maintenance of the punching and binding machines in working orders by placing the service of experienced engineer in this Department on working days. The work will primarily be carried out in the premises of the Department. Only such work that is not possible to execute in the premises of the Department would be allowed to be done at the Firms' workshop with prior written permission of this Department.

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- iii) No advance payment will be made and the contract amount shall be released only on quarterly basis after three months of award of contract.
- iv) The vendor should have the minimum one-year experience in maintenance in the field of punching and binding machines
- v) If the work of the tenderer is found unsatisfactory this Department at any time can terminate the contract without assigning any reasons thereof and the decision of the Department shall be final and binding.
- vi) All the quotations should be attached with the earnest money in the shape of DD/Banker's cheque for the value of Rs.1000/- valid for three months and payable to DDO, Department of Industrial Policy and Promotion, Udyog Bhawan, New Delhi
- vii) The Department reserves the right to reject any quotation(s) in full or in part without assigning any reasons thereof.

(Satish Kalothra)
Under Secretary to the Govt. of India
Tele.23013211

Copy to:

NIC, DIPP with the request to place the aforesaid notice on the website of DIPP for wide publicity(floppy enclosed).