

Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
Data Processing Centre
Ahmedabad

Tel No.: (079) 29700663
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No. D-21014/Maintenance/2019 / 381

Date: 22.08.2019

Tender Notice for Comprehensive AMC of Photocopier machine

This office proposes to give Comprehensive Annual Maintenance Contract (CAMC) for maintenance of photocopier of the office situated at 7th floor, Lilamani Corporate heights, Opp. BRTS bus stop, Vadaj, Ahmedabad for a period of one year from the date of signing agreement. Sealed tenders are invited from the interested firms for undertaking the above noted job of CAMC of photocopier. Tenders for the same should reach this office on or before 17.09.19 by 16:00 hrs. Tenders received after the stipulated date and time will not be entertained. Tenders will be opened on 18.09.2019 at 11:00 hrs. in the presence of representative of the firms who wish to attend.

2. The details of the photocopier for which tenders are invited for Comprehensive Annual Maintenance Contract and the format in which tender is to be submitted is given below:

Sr.No.	Specifications of photocopier	Qty.	Total Amount for Comprehensive AMC of photocopier for one year
(i)	XEROX (Model: Versalink B-7025) minimum copying speed :25CPM, Paper size:A3/A3, RAM:1024 MB, 160 GB Hard disk, Duplex and networking DADF	1	
(ii)	GST @%		
(iii)	Grand Total Amount		

3. (i) A refundable Bid Security (EMD) of Rs. 1000/- in form of Account Payee Demand Draft from any of the Commercial banks in favour of 'Head of Office, NSSO (DPC), Ahmedabad' is to be enclosed with the tender. The bid security should remain Valid for a period of ninety days from the closing date of the submission of tender.

(ii) The tender submitted without EMD will be rejected summarily.

4. While submitting the quotation the following conditions should be followed.

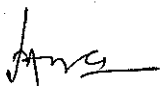
- (i) The firm should have office in Ahmedabad and should provide documentary evidence in support of this.
- (ii) The firm should provide documentary evidence of PAN and GST etc. if applicable.

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- (iii) Tenders may be addressed to "Head of office, DPC, NSSO, 7th Floor, Lilamani Corporate Heights, Opp. BRTS bus stop, Vadaj, Ahmedabad-380013", superscribing "Tenders for CAMC of Photocopier" on the top of the sealed envelope, indicating the firm name and full address including telephone number at the bottom of the left hand side of the envelope.
- (iv) The Tenders may be sent through registered post/speed post/by hand.
- (v) Tenders should be submitted in the format given at para 2 above. Besides, tenders should be on the letter head of the firm or duly stamped by the signing authority.
- (vi) Tenders will be evaluated on the basis of Grand Total Amount given at item Sr. No. (iii) in table given under point 2.
- (vii) This office reserves the right to accept/reject any or all tenders without assigning any reason.

5. The Terms and conditions of the Contract will be as given below:

- (i) The quoted rate should be valid for one year from the date of signing the agreement.
- (ii) The Agreement will be initially for a period of one year from the date of signing of the agreement which is extendable for another year on mutual consent after satisfactory services by the firm and after the approval of competent authority of this office.
- (iii) The Comprehensive AMC also includes replacement of the parts except consumable parts, if required, without any extra cost and the same should be of standard quality.
- (iv) The equipment will not be moved out of premises of this office.
- (v) Normal Service hours will be from 10:00 AM to 5:00 PM on all working days (Monday to Friday). In exceptional circumstances, services need to be provided outside of these hours or on Saturday/Sunday/Holidays at the discretion of and convenience of the office.
- (vi) Apart from break-down/fault call, the firm is also required to undertake preventive maintenance checks at regular interval in each quarter to ensure effective working of equipment.
- (vii) Payment will be made on quarterly basis at the end of the each quarter on satisfactory completion of the contractual obligations.
- (viii) Penalty Charges @ Rs. 200/- per day will be levied and deducted from payment in case of failure to attend the call/complaint within one working day of recording the same with the firm. In case, the equipment is required to be taken to the workshop for repairing, standby equipment shall be provided, free of any cost to this office.
- (ix) This office reserve the right to terminate the agreement by giving one month's prior notice in writing and accordingly recalculate AMC charges on pro rata basis for the period for which services was provided.


(J.P.Arya) —
Director &
Head of office

Copy to:

1. The DDG, Computer Centre, MOS&PI, New Delhi with a request to upload this on the website of the Ministry and also on www.tenders.gov.in.
2. Notice board, NSSO, DPC, Ahmedabad