

तारा का पता: "मिनीस्टील"  
Telegraphic Address : "MINISTEEL"



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भारत सरकार  
GOVERNMENT OF INDIA  
इस्पात मंत्रालय  
MINISTRY OF STEEL  
उद्योग भवन  
UDYOG BHAWAN

सेवा में,  
संलग्न सूची के अनुसार

नई दिल्ली-110107  
New Delhi-110107

दिनांक 16/7/2009

विषय:- इस्पात मंत्रालय में installed विभिन्न प्रकार के फोटोकॉपीयर मशीन के रखरखाव (FSMA) के एक वर्ष तक के लिए अनुबंध हेतु मुहरबंद निविदाएं मंगवाने के संबंध में।

महोदय,

अधोहस्ताक्षरी को उपरोक्त विषय पर इस्पात मंत्रालय में स्थापित निम्नलिखित प्रकार के फोटोकॉपीयर मशीन के रखरखाव (FSMA) के एक वर्ष तक के लिए अनुबंध हेतु मुहरबंद निविदाएं आमंत्रित करवाने का निदेश हुआ है:

Sl. No.	Make/Models	Total No.
1	Sharp ARM 420U	5
2	Sharp ARM 205	5
3	Sharp AR 5127	3
4	Sharp ARM35N	1
5	Sharp AR451N	1
6	Muratec 2530	5
7	Muratec MFX 1600	2
8	Muratec FS 100	1
9	Xerox 5825	1
10	Canon iR3530	4
11	Toshiba 2030	2
12	Recoh FT3813	1
Total =		31*

\* subject to the increase/decrease at the time of awarding FSMA.

2. अगर आपकी फर्म उपरोक्त कार्य के निष्पादन की इच्छुक है तो अपनी निविदा मुहरबंद लिफाफे में दिनांक 7.08.09 सुबह 11.00 बजे तक कक्ष सं 74, उद्योग भवन में भेजी जा सकती है। लिफाफे के बाहर स्पष्ट शब्दों में "इस्पात मंत्रालय में फोटोकॉपीयर मशीन के रखरखाव (FSMA) के लिए अनुबंध" लिखा होना चाहिए। प्राप्त निविदाओं को उसी दिन सुबह 11.30 बजे आवेदक फर्मों के इच्छुक उपस्थित प्राधिकृत प्रतिनिधियों की उपस्थिति में खोला जाएगा। इसके साथ 5000/- रु. का डिमांड ड्राफ्ट (वेतन एवं लेखा अधिकारी के नाम देय) संलग्न करना आवश्यक है। कृपया अपना PAN एवं TIN नंबर का उल्लेख अवश्य करें।

3. The technical and financial terms and conditions of FSMA are enclosed with this letter. The price bid will be considered only after fulfillment of technical terms and conditions as stated in the enclosed Terms & Conditions sheet.

4. यह नोटिस इस्पात मंत्रालय की web-site www.steel.nic पर भी उपलब्ध है।

5. अनुबंध में दि गई दरें एक वर्ष के लिए मान्य होगी।

6. इस्पात मंत्रालय में सक्षम प्राधिकारी के पास बिना कारण बताए किसी भी निविदा को स्वीकार अथवा अस्वीकार करने का अधिकार सुरक्षित है।

Encl. As above (Copy of Terms & Conditions)

भवदीय,  
(एस. मी. त्यागी)  
अनुभूत अधिकारी  
दूरभाष सं. 23062537

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

## TERMS AND CONDITIONS

1. Sealed bids are invited from reputed Firms/Companies for the Full Service maintenance Contract (FSMA) of photocopiers installed in the Ministry of Steel in Udyog Bhawan and the residential offices of Ministers/higher officers of this Ministry.
2. The FSMA will include all spares and consumables (except manpower, power and photocopy paper). The rates should be submitted on per copy basis-both for Digital and Analogue photocopier machines separately. It will be the responsibility of the company/firm to provide genuine OEM spare parts/toner of the machines and to keep them in proper working order.
3. The total number of machines is around 35 and the machines are of different makes viz. Sharp, Canon, Recoh, Muratec, Xerox, Toshiba etc.. The number of machines would be vary from time to time.
4. The firm/company must be registered as a firm or as a company with the registrar of companies. The firm submitting quotation must be financially sound and should have achieved a minimum turnover of Rs. 5 lakhs per annum during the last three financial years through execution of maintenance contracts. The firm/company should have previous experience in maintenance of such equipment with at least 3 years in Government Deptt./ Public Sector Undertaking in Delhi. Necessary papers must accompany therein.
5. The firm/company should be ISO certified.
6. The firm/company applying for this tender would produce certificates for the previous financial year from the concerned authorities relating to the payment of Service Tax, Income Tax, Work Contract Tax and any other tax applicable.
7. The period of AMC/FSMA would be extended by one day for each two hours of delay in attending to the fault without any additional payment.
8. Immediately on award of the contract, the contractor would give a report taking over all equipment (giving their configuration) in working condition. It shall be the responsibility of the firm to keep all the photocopiers satisfactorily throughout the contract period and also to hand over the systems to the Department in working condition on the expiry of the contract. In case any damage on the systems of the Department is found, compensation which would be determined by the undersigned will have to be paid by the firm.

9. In case of contractor backing out mid term without any explicit consent of this department, he will be liable to recovery at higher rates, vis-a-vis, those contracted with it, which may have to be incurred by this Department on maintenance of machines for the balance period of contract through alternative means.

10. If any photocopier is not repaired within twenty four hours, the firm will provide a stand by copier. If, however, the firm fails to carry out repairs/provide a stand-by copier within 2 days, to the satisfaction of the user, a penalty of Rs. 200/- (two hundred) per day or part thereof will be charged for delay beyond the two days till such time the copier is repaired.

11. The above act of backing out would automatically debar the firm from any future dealings with this Department and the EMD amount would also be forfeited.

12. An amount of Rs. 5000/- (Five Thousand only) in the form of a Demand Draft of any scheduled bank in Delhi drawn in favour of PAO, Ministry of Steel, New Delhi must accompany the quotation letter, as earnest money. Quotation received without earnest money will not be considered. The earnest money deposited by successful tenders shall be retained as the security deposit for the fulfillment of performance of the terms and conditions of the contract. The security deposit will be refundable after successful completion of the contract, after adjustment of dues if any, against the contractors. Earnest money received from other unsuccessful tenders will be returned without interest.