

**DEPARTMENT OF ENVIRONMENT  
GOVT. OF NCT OF DELHI  
Level – 6, C- Wing, Delhi Secretariat, I.P. Estate, New Delhi – 2**

No: F.4(5)/Stores/Env/2013-2014/3087-3097

Dated : 01/06/18

To

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**Sub :Quotation for AMC of 03 Photocopier Machine and 02 Fax Machines for the year 2018-2019.**

Sir,

Presently this Department has 03 Photocopier and 02 Fax Machines in working conditions as per details given below:

1. Toshiba E Studio 305 (Photocopier)
2. Toshiba E Studio 195 (Photocopier)
3. Toshiba E Studio 306e (Photocopier)
4. Panasonic Fax KX-FM-131
5. Cannon Fax L-220

Quotations are invited for AMC of the above for the financial year 2018-2019 on the following Terms and Conditions:-

1. Complaints should be attended within 24 hrs. This would be apart from regular visits required to maintain the machine in working condition.
2. Contract would only be for Labour charges and charges for spare parts shall be extra. However, Vendor shall be responsible for replacing required parts within stipulated time and deposit the old parts in the office.
3. Successful bidder will have to provide Performance Security @ 10% of the bid amount in the form of an Account Payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial bank in an acceptable form. Further, Performance Security remains valid for a period of sixty days beyond the date of completion.
4. Failure to timely attendance of complaints or repair the machine would result in cancellation of contract. Further, Department will be at liberty to get the machine repaired from the open market and charge the cost to the vendor.
5. "The goods, including for works contract, shall be supplied by bidder or its authorised distributor in Delhi and against a sale invoice issued from Delhi. The delivery of goods shall also be made from Delhi. The bidder dealer or its authorised distributor, as the case may be, who supplies the goods should be registered with the Delhi VAT Department and carry a valid Tax identification Number issued by it. The bidder shall, however, be responsible for compliance with all conditions, warranties/guarantees, irrespective of the fact that the goods are supplied by him directly or through its authorised distributor. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties".

The pre-authorised agencies shall also ensure the following:-

“Delivery of goods is made from Delhi and against a sale invoice issued from Delhi. The dealer supplying goods should be registered with the Delhi VAT Department and carry a valid Tax Identification Number issued by it.”

6. In case of unsatisfactory service the same shall be terminated at any time by the Competent Authority and Security deposit will be forfeited.
7. PAN/TAN/SERVICE TAX/GST Number of the firm will also be mentioned in quotation.

The said Photocopier and Fax Machine can be inspected on any working day from 10.00 AM to 5.00 PM, if so desired.

The quotation must reach the undersigned in a sealed cover by **20/06/2018** at **2.30 PM** and the same will be opened on **20/06/2018** at **3.00 PM**. The quotations received after the due date & time shall not be accepted and no correspondence shall be entertained in this regard. Further, Department reserves the right to accept or reject any/all quotations without assigning any reason and the decision of the Department shall be full & final and binding on you.

Yours faithfully,

*(M) 12*  
01.06.18

**Section Officer (Environment)**