

No. D-21019/4/2011-Gen
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing, Shastri Bhavan
Dr. Rajendra Prasad Road

New Delhi, dated 11.5.2011

To

As per list enclosed

Subject: - Comprehensive Annual Maintenance Contract in respect of Minolta Photostat machines in the Ministry of Corporate Affairs for a period of one year w. e. f. 1.6.2011 to 31.5.2012- Reg.

Sir,

I am directed to invite the quotations for complete service Agreement in respect of 6 (Six) Minolta make Photostat machines (in working condition) installed in this Ministry for a period of one year w. e. f. 1.6.2011 to 31.5.2012, which is extendable further subject to satisfactory performance. The rate may be quoted at the rate of per copy without any minimum/maximum condition. The details of machines are at Annexure-I

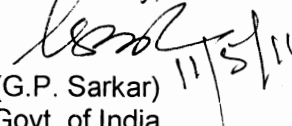
2. The quotations may be submitted in a sealed cover super-scribed "Quotations for comprehensive Maintenance of Photocopy Machine" and addressed to the Under Secretary (General Branch), Ministry of Corporate Affairs, Room No. 526, 'A' Wing, Shastri Bhavan, New Delhi so as to reach the undersigned by 3.00 P.M on or before 20.5.2011. The quotations will be opened on the same day at 3.30 P.M in Room No. 526, 'A' wing, Shastri Bhavan. Interested addressees who wish to be present at the time of opening of Quotations may remain present. Your representative may also inspect the machines before submission of tender.

3. The contract shall be on a comprehensive maintenance service basis i.e. no extra charges for supply of toner, replacement of any defective parts will be paid by this Ministry. During the currency of the contract period it will be the responsibility of the company to keep the equipment in perfect working order. The repair works will have to be carried out at the location of the equipment except in the exceptional circumstances where the equipment or any component may be required to be taken out for repairs in workshop.

4. The payment towards AMC charges would be made on meter reading basis supported by certificate from the concerned users on half yearly basis.

5. AMC will be terminated any time during the pendency of contract, if the service is found un-satisfactory.

Yours faithfully,


(G.P. Sarkar) 11/5/11

Under Secretary to the Govt. of India

Copy to:- Dy. Dir, e-governance cell with the request to put the matter in the website of the Ministry.

Annexure-I

Quotation for Comprehensive AMC of Photostat Machines

S.No.	Make/ Model	Sl. No.	Location	Rate per Unit
1	Di-2011	21724335	Room No. 508 e-governance cell, Shastri Bhavan.	
2	Di -2011	21713693	R.No. 104, 1st floor New Delhi House.	
3	Di-2011	21713635	CL-V section near Depttl. Canteen, Shastri Bhavan	
4	Di-2011	21713671	R.No. 529, Shastri Bhavan,	
5	Di-2011	21713637	Cost Audit Branch, Bikaner House	
6	Di-183	21707769	R.No. 503, Library, Shastri Bhavan.	

List of the addresses

1. M/s. Ankita Enterprises
B-42 &41, DDA Shed,
Okhla Industrial Area
Phase –II
New Delhi-110020
2. M/s. Frank Copier Pvt. Ltd.
4402/5, Ansari Road
Darya ganj
New Delhi-110002
3. M/s. Multi System Copiers
D-9/2, Okhla Vihar,
New Delhi-110025.
4. M/s. Frank Copier Incorporation
62, Noor Nagar,
Jamia Marg
New Delhi-110025
5. Ministry of Corporate Affairs
Wabe site(Sh. Shyam Sunder, Dy. Dir)