

By Speed Post

**D.11011/29/2007-DWS.II  
Government of India  
Ministry of Rural Development  
Department of Drinking Water Supply**

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**8<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi – 110003.  
Dated June,2007.**

To

**Sub:- Quotation for CSMC of the Digital photocopiers in the D/O DWS.**

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Sir,

The undersigned is directed to request you to submit your quotation for CSMC of the following Digital Photocopiers in the Department of Drinking Water Supply:-

Sl.No.	Model No.	Room
01.	E Studio 20	Addl. Adv.'s room
02.	E Studio 350	JS(DWS)'s Office
03.	E Studio 350	WQ Section 8 <sup>th</sup> Floor
04.	E Studio 350	DWS.II Section 8 <sup>th</sup> Floor
05.	E Studio 20	SW Section 8 <sup>th</sup> Floor
06.	E Studio 450	CRSP Section 12 <sup>th</sup> Floor
07.	E Studio 350	Secy.(DWS)'s Office
08.	Modi Photocopy Machine	DIC Block No. 11 6 <sup>th</sup> floor

Please send your quotation along with other terms & conditions to the undersigned by 23<sup>rd</sup> July, 2007 by 4.00 p.m. in a sealed cover. These would be opened at 5.00 pm on the same day in the presence of tenderers who may wish to participate. Please arrange to supply at your earliest.

Terms & Conditions of contract are as under:-

- The firm will be required to undertake repairs/ servicing of photocopiers of our offices located at 8<sup>th</sup> floor, Paryavarn Bhawan, CGO Complex, Lodhi Road, New Delhi or any other location as desired by competent authority.
- No transportation charges will be allowed to the firms for attending the repairs or for transportation of photocopiers taken out for repair at their workshop by the contractor.
- Representative of the firms will not remove any part(s) or whole from the photocopier without permission of the competent authority in the building where the photocopiers are installed.
- The rate contract will be for a period of one year and the firm will not be allowed to increase the rate once approved for a period of one year. The firm will have to handover all photocopiers in working condition on the last day of contract to photocopier installed in their section is working in serviceable condition. In case any new machine is purchased during the period the form would have to provide CSMC for such machine also.

- e) The contract will awarded to the tenderer on comprehensive type as such the firm whose tender has been approved will have to provide all consumables, parts required for running a photocopier.
- f) The firm will quote their registration number, sales tax number, work contract number, service tax registration number and proof of latest income tax clearance certificate with the tender.
- g) The firm whose rates are approved will have to submit consolidated bills at the end of every month for all machines after obtaining the signature of user Section and indicate copy machine that necessary entry has been made in the history sheet duly verified by an Officer In charges of concerned section along with a forwarding letter. No advance payment will be made.
- h) The firm will have to repair the photocopiers within 24 hrs of its complaint falling holiday/ Saturday/ Sunday. If not repaired within the stipulated time Rs. 200/- per day will be deducted from the firms CSMC payment and also the Department will get the machine repair the machine from outside and the expenditure so incurred on such repairs will also be deducted from the CAMC payment due to the firm.
- i) In case of any clarifications, Section Officer (General) may please be contacted in his office during working hours on telephone No 24364114.
- j) Tender duly sealed should reach this Office by Registered post upto 23.07.2007 at 1600 hrs or can be dropped in the tender box late quotations, quotations by fax/telex phone shall not be considered for CAMC contract under any circumstances.
- k) The tenders will be opened same day at 1700 hrs in presence of available reps of firms. The Department reserves the right to reject one or all tenders without assigning any reason.
- l) Firm should be registered and should have valid proof of income tax sale tax work contract tax, service tax clearance. Un registered firms will not be entertained.
- m) Conditional tender will not be entertained. Similarly quotations received after stipulated date and times will also no are considered under any circumstances.
- n) The rep of the firms may inspect all the photocopiers at all please any working day by obtaining permission from Section Officer (General) before they submit their rates for CSMC.
- o) Experience certificate for other Departments where the work of similar nature is dairy done may he enclosed.

Yours faithfully,

(Y.K. Sood)  
Under Secretary to the Government of India  
24364780

Copy to:

The Technical Director (NIC) for hosing on the Department's website