

D.11011/47/2008 DWS-II
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

8th floor, Paryanaran Bhawan
CGO Complex, Lodhi Road
New Delhi 110003

Dated: - December 3, 2008

To,

As per list attached

(08 Nos.)

Subject: - Quotation for CSMC for the Fax machine in the D/o DWS.

Sir,

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

S. No	Make of fax machine	Model	Installed	Annual CSMC rate contract
1.	Cannon	L-240	Secretary Office, Nirman Bhawan	
2.	Panasonic	KX-F1110	Director (RWS), Paryavaran Bhawan	
3.	Cannon	JX201	Asst. Adv. (DRS), Paryavaran Bhawan	
4.	Panasonic	KX-FM131	J.S. Office, Paryavaran Bhawan	
5.	Cannon	JX 201	Addl. Adv., Paryavaran Bhawan	
6.	Cannon	JX 201	Director (A&C), Paryavaran Bhawan	
7.	Cannon	JX 201	Director (CRSP), Block No. 11, CGO Complex	
8.	Toshiba	DP80F	CRSP Section, Block No. 11, CGO Complex	
9.	Panasonic	KXFM131	US (Admn), Paryavaran Bhawan	
10.	Panasonic	KXFM131	SACOSAN Consultant, Block No. 11, CGO Complex	

Please send your quotation along with other terms & conditions to the undersigned by 12 December, 2008 by 4:00 p.m. in a sealed cover. These would be opened at 5:00 p.m. on the same day in the presence of tenderers who may wish to participate. Please arrange to supply at your earliest. The general terms & condition of contract that are applicable to all contracts with Government of India are applicable.

SPECIFIC Terms and Conditions of contract are as under:-

- a) The firm will be required to undertake repairs/servicing of Fax Machine of our offices located at 8th floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi or any other location as desired by competent authority.
- b) No transportation charges will be allowed to the firms for attending the repairs or for transportation of FAX taken out for repair at the workshop of the contractor.

- c) Representative of the firms will not remove any part(s) or whole from the fax machine without permission of the competent authority in the building where the fax machine are installed.
- d) 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 fax machines in working condition on the last day of contract. In case any new machine is purchased during the period the firm would have to provide CSMC for such machine also.
- e) The contract will be awarded to the tenderer on comprehensive type- As such the firm whose tender has been approved will have to provide all consumable spare parts required for running a Fax Machine.
- f) The firm will quote their registration number, sales tax number, work contract number, service tax registration number and proof and 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 Head/Officers and indicate that necessary entry has been made in the history sheet duly verified by an Officer In charge of concerned section along with a forwarding letter. No advance payment will be made.
- h) The firm will have to repair the fax machine within 24hrs of its complaint excluding holiday/Saturday/Sunday. If not repair as not done within the stipulated time Rs. 200/- per day will be deducted from the firm CSMC payment and the Department will also get the machine repaired from outside and the expenditure so incurred on such repairs will also be deducted from the CSMC payment due to the firm.
- i) In case of any clarifications, Under Secretary (Admn.) may please be contacted in his office during working hours on telephone No. 24361656.
- j) Quotation duly sealed and super-scribed of quotation/ bid for CSMC of fax machine should reach this office by Registered post upto 12.12.2008 at 4:00pm late quotations, quotations by fax/ telex phone shall not be considered for CSMC contract under any circumstances.
- k) The quotation will be opened same day at 1700hrs in presence of representatives of firms who attend 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 time will not be considered under any circumstances.
- n) The rep of the firms may inspect the all fax machines on any working day by obtaining permission from Under Secretary (Admn.) before they submit their rates for CSMC.
- o) Experience certificate for other Departments where the work of similar nature is done daily may be enclosed.

Yours faithfully

(K. Narayana Reddy)
Under Secretary to the Govt. of India
Telefax:- 24364780

Copy to:-

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