

DIRETORATE OF AUDIT  
GOVERNMENT OF N.C.T. OF DELHI  
4<sup>TH</sup> LEVEL, C- WING, DELHI SECRETARIAT  
I.P.ESTATE, NEW DELHI-110002

No.F.10(5)/DOA/CT/2012/ 1320

Dated: 17-9-18

To

Website of Audit Department

Sub. Quotation for Annual Maintenance Contract.

Sir,

Sealed quotations are invited for Annual Maintenance contract of following machines as per Annexure A.

S.No.	Machine description	placement	Date of Purchase
1.	Kyocera make Photocopier Machine Taskalfa 4500i	4 <sup>th</sup> Floor, C Wing, Delhi Secretariat, N. Delhi-110002	04.06.2013
2.	Kyocera make Photocopier Machine Taskalfa 4500i		03.04.2013
3.	Kyocera make Photocopier Machine Taskalfa 6030		24.06.2013

The last date of receiving of sealed quotations is fixed upto 05.10.2018 at 01:00 P.M. and the quotations will be opened on same day at 3:00 P.M. in the chamber of Dy. Controller of Accounts, Directorate of Audit, Govt. N.C.T. of Delhi, 4<sup>TH</sup> Level, C- Wing, Delhi Secretariat, New Delhi-110002.


If an authorized representative of your firm wishes to inspect the machine, the same can be done from 24.09.2018 to 28.09.2018 (9.30 to 6.00 P.M).

Following are the conditions for submitting sealed quotations:

1. The sealed envelope containing quotation should be clearly marked as "QUOTATION FOR ANNUAL MAINTENANCE CONTRACT FOR -----

The Department reserves the right to reject any or all quotations without assigning any reason.

Yours faithfully,

  
(SURENDER KUMAR)  
DY. CONTROLLE OF ACCOUNTS

## TERMS & CONDITION

1. This Directorate intends to invite the sealed quotations from Original Equipemnt Manufacturer (OEM) or Authorized Service Providers/Dealers (tender specific authorization from the parent OEM company must for Kyocera make photocopiers) for maintenance of Kyocera make photocopier machines installed at Directorate of Audit. having experience at least 3-5 years. The details of machines are as under:-

S.No.	Machine description	Installed	Date of Purchase
1.	Kyocera Taskalfa 4500i	O/o Pr. Secretary (F)	04.06.2013
2.	Kyocera Taskalfa 4500i	Internal Audit	03.04.2013
3.	Kyocera Taskalfa 6030	O/o DCA(A)	24.06.2013

2. The firm/tenderer should be registered with GST and attested copy of GST Registration certificate and PAN card should be attached.
3. The payment shall be released on quarterly basis on receipt of bill and the bill should be raised at the end of each quarter.
4. The Engineer appointed should be trained of the specific model/make of the Kyocera make photocopier machines. The Engineers should attend the complaints within twenty four hour. The Engineer shall inspect each of the photocopier machines once in a month.
5. Rates quoted by the firms shall be valid for three months.
6. The bidder should have experience of successful past performance of similar contracts with documentary Proof.
7. The tender shall be accompanied by EMD of Rs. 5,000/- (Rupees Five Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial bank in favour of DDO, Dte. of Audit. Earnest money will not be accepted in the form of cash/money order. The EMD must be attached with quotations/tender. Bid security of unsuccessful bidders shall be returned latest on or before the 30<sup>th</sup> day after the award of the contract. The rates quoted should be including of all taxes. The taxes should be indicated separately.
8. The department reserves the right to deduct TDS on work contract.
9. Contract is not transferable. Sub contract is also not allowed.

10. The Contract of successful bidder shall be valid for a period of one year with effect from the date of signing the agreement between the contractor and the department and may be extended for a further period of one year by the department with mutual consent. No upward revision in rates is permitted during the extended term. Successful bidder shall be issued with a letter of award as soon as the tender is finalized and after the approval of competent authority.
11. Successful bidder/tenderer shall have to submit performance security in the form Account Payee Demand Draft, FDR, Bank Guarantee from a commercial bank in favour of DDO, Dte. of Audit alongwith a signed contract/agreement on stamp paper of Rs. 100/- (Procured by tenderer at its own cost) to do the maintenance as per rate and terms & conditions within three days from the date of issue of letter of award. The Performance guarantee shall remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the service provider.
12. Terms & Conditions duly accepted by the firm should be attached with quotation /tender documents.
13. Price should be quoted in the form at Annexure 'A'.
14. The Bid Security of the tenderer will be forfeited, if the tenderer withdraws or amend its tender or repairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required Performance Security within the specific period, its bid security (EMD) will be forfeited and no interest is payable on EMD.
15. The Department reserves the right to cancel the contract or to withhold payment in the event of non commencement or unsatisfactory performance by the tenderer. In such eventuality, the Department further reserves the right to get the work done from open market at the risk of the contractor regarding price differential if any.
16. If any information furnished by tenderer is found to be incorrect or false at any time, the contract will be liable to be terminated without any notice and the security deposit is liable to be forfeited.
17. Conditional tenders shall not be accepted.
18. Willing agencies/firms may inspect the machines from 24.09.2018 to 28.09.2018 in working hours with Caretaker of this Directorate.

  
(SURENDER KUMAR)

DY. CONTROLLER OF ACCOUNTS (A)