SPEED POST

PRASAR BHARTI
BROADCASTING CROPORATION OF INDIA
DIRECTORATE GENERAL: ALL INDIA RADIO

No.D-19016/05/2009-GA New Delhi, dated 29-01-2010

To,

M/s _____,
_____,
_____,
_____.

Subject:- Comprehensive Annual Maintenance of 26 Canon Make Photocopiers provided by GA Section to various Sections/Officers of DG:AIR.

Sir,

This Directorate invites sealed quotations for Comprehensive Annual Maintenance of 26 Canon Make Photocopiers (list enclosed) from M/s Canon India Pvt. Ltd. and their authorized dealers/empowered partners on the following terms conditions:

i) The Maintenance Contract will be Comprehensive which consist of corrective maintenance , preventive maintenance on regular and all spare parts required like different motors, electromagnetic clutches, gears, pulley , driving belts, bushes, shafts, bearings, power supply unit, control panel, high voltage transformers, all PCBs & sensors etc.

ii) The firm shall provide the service on all working days (during working hours 9.30 AM to 6.00 PM).

iii) The contract will be for a period of one year from the date of acceptance.

iv) Preventive maintenance shall be done once every 30 days for each Photocopier under CAMC and each maintenance call shall be recorded in the service card/chart(to be provided by the firm) of respective Photocopier. Preventive maintenance includes checking of functioning of Photocopier in addition to this dusting and cleaning shall be done once every 30 days for each Photocopier and the same are to be submitted with GA Section before 5th of forthcoming month.

v) The Complaints will have to be attended within 24 hours and if necessary on holidays also, beyond response time i.e.24 hours from the date/time of registering the complaint DG:AIR shall deduct the pro-rata amount from the payment equivalent to down time of Photocopier.

vi) Consumables are not included in the CAMC in case of IR series Photocopiers only.

vii) In case of any fault, the fault will be reported by the user in a complaint register maintained by GA Section. As and when the complaints registered by the concerned user/ GA Section to the firm the Engineer of the firm will note down the complaints from registered maintained by GA Section and will attend the complaint and submit the call report of the photocopier from the user and will submit to GA Section.

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viii) The successful bidder/firm shall execute and submit a Bank Guarantee of Rs.10,000/- from any Nationalized Bank by way of Performance Security which shall stand forfeited if the firm fails to execute the work assigned to them.

ix) The payment will be made on monthly basis after giving satisfactory service by the firm.

x) The Directorate reserves the right to accept or reject any or all quotations without assigning any reason thereof.

xi) In case, the service is not found satisfactory, the Directorate reserves the right to terminate the contract at any stage and the bank guarantee will be forfeited.

xii) On expiry of the contract, the firm shall hand over all the Photocopier Machines in perfect working condition to this Directorate failing which liquidated damages, if any, amount will be deducted from the contractor.

xiii) The prices charged by the maintenance contractor should not exceed the prevailing rates charged by it from others for similar services. While claiming payment, the contractor is also to give a certificate to this effect in its bill.

2. **The firm should quote their rates for the Comprehensive Annual Maintenance as per the format/list enclosed**.

3. In case, you are interested in Comprehensive Annual Maintenance Contract on the aforesaid term and conditions, You are requested to furnish the quotation in respect of the 26 Canon Make Photocopiers as per the format/list enclosed in sealed cover to Dy. Director of Administration(GA) , Room No.218, 2nd Floor, Akashvani Bhavan, Sansad Marg, New Delhi along with earnest money deposit of Rs.10,000/- in the form of demand draft in favour of PB(BCI)DG:AIR, New Delhi and dropped the same in the tender box at Room No.218 on or before 25-02-2010 up to 3.00 PM . The sealed quotations will be opened on the same day i.e., 25-02-2010 at 4.00 PM in Room No.222. If any representative of the firm wish to be present during the opening of the quotations should reach GA Section , Room No.247, IInd Floor, Akashvani Bhavan before 4.00 PM on aforesaid date.

(R.K. DHALL)
DEPUTY DIRECTOR OF ADMIN(GA)
For Director General
Tel..23421728

LIST/DETAILS OF THE PHOTOCOPIERS

S.No.	Model	No. of Machines	Rates(per copy)Tax Extra
1	Canon-NP-1215(With Consumables)	08	
2	Canon-NP-3020(With Consumables)	02	
3	Canon-IR-2200(Without Consumables)	01	
4	Canon-IR-2000(Without Consumables)	05	
5	Canon-IR-1210(Without Consumables)	01	
6	Canon-IR-1600(Without Consumables)	01	
7	Canon-IR-2016J(Without Consumables)	05	
8	Canon-IR-2018N(Without Consumables)	03	