



M-11013/6/2018-PCP Dte/617

Dated-09/10/2020

**NOTICE INVITING QUOTATION**

**Sub:- NIQ for Full Service Maintenance Agreement (FSMA) for 20 nos. Canon make photocopiers at CWC (HQ).**

Quotations are invited from authorised dealers of M/s Canon make Photocopiers (14 Black & White and 6 Coloured) for **Full Service Maintenance Agreement (FSMA) for 20 nos. Canon make photocopiers at CWC (HQ)**. The quotations will be submitted to the undersigned on or before 19.10.2020 upto 15.00 Hrs and shall be opened on the same day at 15.30 Hrs in the office of Deputy Director(M) , PCP Directorate, Central Water Commission, R.No-213, 2<sup>nd</sup> Floor(S), Sewa Bhawan, R.K. Puram, New Delhi-110066.

S.No	Type of Photocopier Machines	Unit	Rate per Unit
1	Full Service Maintenance of Black & White Photocopier Machines Canon Make.( A3/A4 Size Copy)	Per Print	
2	Full Service Maintenance of Coloured Photocopier Machines		
	A4 Size Colour Copy	Per Print	
	A3 Size Colour Copy	Per Print	
	A4 Size Black & White Copy	Per Print	
	A3 Size Black & White Copy	Per Print	

**Terms & Conditions**

1. The above work is required to be done at CWC(HQ), Sewa Bhawan, West Block-I&II & Library Building, R.K.Puram, Sector 1, New Delhi-66.
2. The quotations should be sent in a properly sealed cover addressed to **Deputy Director(M) , PCP Directorate, Central Water Commission, R.No-213, 2<sup>nd</sup> Floor(S), Sewa Bhawan, R.K. Puram, New Delhi-110066.**
3. **Machine should remain in perfect running condition and print should be neat and clean as per full satisfaction of the department throughout the contract period.**
4. The payment will be made to the contractor on satisfactory completion of work on submission of bill.
5. No extra payment will be made for transportation and conveyance of the machinery or service engineer.
6. The Undersigned reserves the right to accept or reject any or all the quotation/s without assigning any reason.
7. CWC shall pay the per copy rate for each of photo copier as per the rates decided and 1% will be deducted from total number of copies in every bill as spoiled copies.





8. GST and other taxes will be paid as per the government orders.
9. No advance payment shall be made. On submission of pre-receipted bill in triplicate, payment will be made by through e-payment.

*Kandiyal*  
09/10/2020

(A.P.Kandiyal)  
Deputy Director

Copy to:-

1. PAO, 8<sup>th</sup> floor, CWC, Sewa Bhawan, R.K.Puram, New Delhi-66.
2. DDO-II, 8<sup>th</sup> floor, CWC, Sewa Bhawan, R.K.Puram, New Delhi-66.
3. Notice Board, Sewa Bhawan.

