

No.D-14016/Fax/2010-AD-II(S)/1886-1901

Govt. of India

Central Water Commission

P C P Directorate

211, Sewa-Bhawan, R K Puram

New-Delhi-66,

Date 23-02-2011

NOTICE INVITING QUOTATION.

**Name of work:-AMC for Fax machine installed at CWC HQ Office R.K.Puram
, New Delhi.**

Sealed quotations are hereby invited by the undersigned from the reputed service provider for annual maintenance of Fax machine (Non-Comprehensive) installed at various Directorates / offices of Central water Commission, Sewa Bhawan, West Block-1 & 2 & Library building as details given in **Annexure-1. The quotations should reach in the office of the undersigned on or before 04-03-2011 up to 15.00 hrs** and will be opened on the same day at 15.30 hrs in the presence of authorized representative of the firm if any.

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

The quotation should be sealed and addressed to Deputy Director (HQ), PCP Dte.CWC, Room No.211(S), Sewa Bhawan, R.K.Puram, New Delhi-110066. and to be dropped in the tender Box kept in the office latest by 1500 Hrs. on 04-03-2011 which will be opened at the address mentioned above at 1530 Hrs. on 04-03-2011. The quotationer or their authorized representatives may attend the opening, if they wish so.

The quotationer should quote their lowest rates for the above said work as per the details given in **Annexure 2.**

Terms & Conditions

1. The quotationer must mention PAN/TAN number in their quotation.
2. Tax applicable should be explicitly mention in the quotation.
3. Rate should be valid at least for three months from the date of opening of quotations.
4. Materials used should be of standards make & quality.
5. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason.
6. The maintenance/ repair of Fax machines shall be undertaken on urgent basis after the award of work & continue for one year from the date of issue of order.
7. The payment will be made quarterly against bill duly pre receipted
8. T.D.S./ Levies shall be deducted from the bill as per Government order.

9. The agency shall have past experience of similar work in Govt. Office/ Public sector undertaken/ autonomous bodies. The quotationers who have inadequate experience shall not be considered.
10. The agencies/ bidders may inspect the machine installed at location mentioned above in CWC head quarter under intimation to this office on any working day prior to submit their quotation.
11. The successful quotationer should attend the complaints of repair/servicing of Fax machines within 24 Hrs after the call for service.
12. Stand by machine must be provided in case of existing machine needs major repair exceeding more than 48 Hrs. after the call for service.
13. If it is required to replace any spare parts, it will be provided by the department.
14. The replaced old parts of the machines have to be handed over to the Junior Engineer (Store), CWC.
15. The number of machine listed above is tentative. The agency may have to attend the machines other than listed above also. If the quotationer may have to attend machine other than listed above, than only unit rate shall be applicable and all other terms and conditions of the NIQ shall remain same. .
16. Preventive maintenance of each fax shall be covered once in 3 months.
17. Time of completion is one year from the date of issue of the order.
18. 10 % security deposit shall be deducted from the gross amount of the bill which shall be refunded after 90 days on satisfactory performance of work.

Your's faithfully

(Mahendra Kumar)
Deputy Director (PCP)

Copy to:-

1. Director (PCP), CWC
2. Director, SMD, CWC along with a soft copy of N.I.Q. for publishing in CWC web site please.
3. Accounts Officer, CWC. with request to depute a/c representative at the time of opening of the quotation please.
4. P.A.O. CWC
5. DDO -II, CWC
6. Notice Board, CWC, Sewa Bhawan / WB-I&II / CWC library building, R.K.Puram, New Delhi
7. Notice Board, C.P.W.D, Sewa Bhawan, R.K.Puram, New Delhi

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ANNEXURE-2

Schedule

Sl No.	Brief Description/ Specification of the works	Qty.	Rate per unit in Rs.		Total amount
			Fig.	words	
1	Annual Maintenance for Fax Machines (Non – Comprehensive) installed at various office of Central Water Commission, Sewa Bhawan, WB- I, WB-II and New Library Building CWC. (As per details at Annexure-II) for a period of one year	60 Nos			

Signature of the Agency :-

Name of the firm:-

Rubber Seal

ANNEXURE-1**DETAILS OF FAX MACHINE WITH LOCATION**

Location.	Make & model of Fax.	Room No.	Quantity
Sewa Bhawan 2nd Floor	A. Sharp A 650 B. Samsung SF 5100 p C. Samsung SCX 4216 D. Brother 7340	201(s), 202(s),208(s), 209(s), 228(S), 224(s) - 6 Nos 205(s), 211(s) 2 Nos 212 (s) 1 No 222(s) w.e.f 14.09.2011 - 1 No.	10 Nos
3 rd Floor	A.Canon-140 B.Brother-7340 C.Brother BR-878 D.Sharp FOA-650	316(s),314(s)-2 nos 311(s),306(s),304(s) w.e.f.22.12.2011-3 Nos 317(s),w.e.f. 12.08.2011-1 Nos 320(s),310(s),326(s)-3 Nos	9 Nos
4th Floor	A.Modi Xerox F-500 B.Brother BR-878 C.Brother-7340 D.Sharp FOA-650 E.Samsung	401(s)-1 No 402(s),411(s),424(N)-3 Nos 403(s),413(s) -3 w.e.f.13.09.2011,424(N) w.e.f.02.11.2011 405(S)-1 nO 428(S)-1 nO	9 Nos
5 th Floor	A.Brother-7340 B.Brother-BR-878 C.Brother-7420 D.Sharp-FOA650 E.HP laserjet-3050	501(s), 6 Nos 505(s),510(s) 506A(s) 510(s) 513(s)	6 nos
6 th Floor	A.Sharp FOA-650 B.Samsung SF-5100P c.Panasonic	612(s),612A(s),627(s) 5 Nos 613(s) 614(s)	5 Nos
7 th Floor	A.Panasonic B.Canon-L220 C.Sharp-650 D.Sharp-1530 E.Brother-7340 F.Brother-878	702(s) 8 Nos 703(s) 711(s),713(s), 705(s) 712(s),721(s) 725(N)w.e.f.11.10.2011	8 Nos
8 th Floor	A.Brother-2820 B.Brother-878 C.Brother-7340 D.Sharp-650	800(s) 5 Nos 801(s) 801(N) w.e.f.15.09.2011,814(N) 804(N)	5 Nos
W.B.-I	A.Samsung SF-330 B.Brother-2820	1 st Floor 2 Nos 1 st Floor	2 Nos
W.B.-II	A.Brother-7340 B.Brother-7340 C.Brother-878 D.Brother-827	w.e.f.18.06.2011 4 Nos 2 nd Floor w.e.f.11.10.2011 G.floor	4 Nos
Library Bldg.	A.Brother-2820	3 rd Floor 1 No	1 No