

GOVT. OF NCT OF DELHI
OFFICE OF THE DISTRICT MAGISTRATE (NORTH-WEST)
KANJHAWALA, DELHI-110081

F.49(85)/CTB/DCNW/2011/571

Dated:- 12/10/2020


NOTICE

The Dy. Commissioner (North-West) invites quotations for Annual Maintenance Contract (AMC) of 05 No.s of Photocopier Machine installed in District North-West in District North-West. Interested vendors are required to submit their quotation after visiting the machines in Caretaking Branch, Room No. 15, DC office Complex, Kanjhawala, Delhi-110081 on or before 21/10/2020 by 12.00 Noon. The quotation will be opened on 21/10/2020 at 3:30 P.M. at ADM Office, North-West by the Committee. You and your authorized person may present at the timing of opening. The Details of installed photocopier machine are as under:-

Sr. No.	Installed at	No.s of Installed Photocopier Machine	Manufacture/Company name and model Number of photocopier machine installed in various branches and offices.
01.	ADM(NW)	01	Xerox (work Centre 5020)
02.	Society & Firm Branch	01	Toshiba (e-Studio 356 SE)
03.	Patwar Ghar	01	Toshiba (e-studio 356 SE)
04.	SR-VI-D(Kanjhawala)	01	Toshiba (e-studio 356 SE)
05.	DDMA (North-West)	01	Sharp (AR-5620N)
	Total	05	

Term & Conditions:-

1. The Agencies/Vendor/Service Provider shall truly and faithfully carry out the said job in proper manner.
2. Response time for maintenance call should not exceed 2 hours.
3. Only registered companies/firms, Partnership, proprietor ship having GST No., PAN No. Registration No. etc will be participated otherwise bid will be summarily rejected.
4. If the work is not completed within time the Deptt. will have option to replace the vendor/service provider to get the work completed and the cost and expenditure incurred therein shall be recoverable from the second party i.e service provider.
5. The Agencies/Vendor/Service Provider shall deposit Bid Security (Earnest Money Deposit) for an amount of **Rs. 10,000/-** in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of **DDO, DC (North West) Kanjhawala** along with the documents. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.
6. The O/o Deputy Commissioner, North West District, Government of NCT of Delhi, may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
7. The O/o Deputy Commissioner, North-West, Kanjhawala, Delhi, Government of NCT of Delhi, may reject the bid in the event that the Bid is accepted but the successful bidder fails to furnish the performance.
8. The payment will be made on quarterly basis.
9. The Agencies/Vendor/Services Provider shall provide rate list of AMC as per year i.e. 01 year, 02 year & 03 year including GST.
10. The Agencies/Vendor/Services Provider shall provide item list consumable non consumable items covered under AMC.
11. Deputy Commissioner, North-West reserve the right to terminate the tender/quotation at any point of time.
12. Performance Guarantee should be an amount of 10% of the value of contract and should be specified in the bid amount.


(DEVENDER SINGH),
SECTION OFFICER,
CTB(NW)

Copy to:-

1. Display Board.
2. Office Website.