

GOVT.OF NCT OF DELHI
PLANNING DEPARTMENT
Level 4 & 6, 'B' Wing, DELHI SECRETARIAT
I.P. ESTATE, NEW DELHI

F.No.1(87)/Plg./CT/ 2018/ 8086- 8099

Dated 21/10/2019

To

M/s.....
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**Subject: Rates of full Service Maintenance Agreement-Only Click charges
(AMC of a photocopier make Toshiba E-Studio 4508a Digital Copier)**

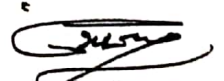
Sir,

This department is having 02(Two) photocopier machine of the make Toshiba E-Studio 4508a digital copier. These machines are in working condition. The department wants to put these machines in **Full Service Maintenance Agreement**. Only click charges which shall include all original spare parts, consumable items (except paper) and maintenance as well as the discount of copies towards service and wastage may be indicated clearly for the period of one year. You are requested to quote your rates "**Per Copy**" for the same stating mode of payment and terms and conditions for undertaking the job in the sealed cover superscripting in bold letter as '**QUOTATIONS FOR AMC OF PHOTOCOPIER MACHINE**' on the top of the envelope and be sent to the undersigned latest by 05/11/2019 at 3:00 p.m. which will be opened on the same day at 3:30 p.m. before Tender Evaluation Committee in the chamber of the Joint Director (Admn.) Planning Department 6th Level, B-Wing, Delhi Secretariat, I.P.Estate, New Delhi-110002. Bidders are also requested to attend the meeting. The department shall reserve the right to accept/reject any one or all tenders without assigning any reasons.

Terms & Conditions:

1. Use of duplicate toner/parts etc will not be allowed in any condition and if found to do so, AMC will be cancelled immediately without any further notice and payment due will be forfeited and action will be taken against the firm as deemed fit.
2. Complaints may be attended within two hour positively.
3. If service of the firm is found satisfactory on completion of contract for one year Department may extend the contract for further one year on same terms & Conditions.

Yours faithfully,


D.B. Gupta

Joint Director (Admn.)