OFFICE OF THE REGISTRAR GENERAL, INDIA
(Government of India, Ministry of Home Affairs)
2/A, Man Singh Road, New Delhi – 110 011

File No.D-19016/09/2013-G.S. **Dated-14.10.2013**

To

As per list

Sub: Comprehensive Annual Maintenance Contract of Multifunction Fax Machines.

Sir,

Sealed quotations are invited for AMC (Comprehensive) of 07 nos. of Multifunction Fax machines. The said fax machines are installed at two locations of our office e.i.at Man Singh Road and West Block-I, New Delhi. The quotations should reach this office on **25.10.2013 up to 3.00 PM which will be opened on the same day at 3.30 pm.**

Terms and conditions:

1. The rate should be quoted separately per machine against each model (List of make enclosed).
2. The firm must provide the proof of their technical competence for undertaking the job in question and also furnish list of clients. The Income Tax Clearance Certificate should also be sent alongwith PAN number.
3. During the contract period, the fax machines will be serviced on quarterly basis.
4. During the contract period, the engineer/mechanic of the service provider must visit this office when called and rectify the entire fault free of cost.
5. The repair work will be done in office premises and only such work will be allowed to job done at contractor's workshop with the written permission of the department which is not possible to execute in the office premises.
6. The annual maintenance contract includes free repairing/replacement of parts of fax machines excluding consumables.
7. An amount of **Rs.1000/- as EMD** in the form of DD/Banker's Cheque in favour of PAO(Census).New Delhi should be sent alongwith the quotation without which quotation shall not be entertained.
8. Payment will be released in two equal installments after satisfactory services. If the services are not provided to the satisfaction of the user, the service provider will be liable for deduction of proportionate amount which shall be determined by this Deptt. from the total amount to be fixed for the AMC.

This office reserves the right to accept or reject any or all the quotations without assigning any reasons whatsoever.

(Purnendu Kant)
Under Secretary (HQ)

Statement showing the available of Multifunction Fax machines in ORGI

Sl.	Make and Model No	Location	Name of user	Date of installed	Warranty Period	Expiry of Warranty
1	Samsung SCX-4521 Sl.no. 8p67BACZ 800897L	M.S.Rd.	PS to Add. (RG)	25.10.2010	3 Years	24.10.2013
2	Samsung SCX-4521 Sl.no.8p67BACZ801226-M	M.S.Rd.	DRG (P.K Banerjee)	25.10.2010	3 Years	24.10.2013
3	Samsung SCX-4521 Sl.no.8p67BAAZB-00857K	M.S.Rd.	A.D Sh.P.Rath	08.02.2011	3 Years	07.02.2014
4	SamsungSCX-42521 Sl.no. 8p67BACZ 801130N	M.S.Rd.	U.S. (P.Kant)	25.10.2010	3 years	24.10.2013
5.	Samsung SCX-4521 Sl.no. 8p67BACZ 801211H Type No. WT21MFF	West Block-1	PA to DRG (Map Division)	25.10.2010	3 Years	24.10.2013
6.	Samsung SCX-4521F Sl.no.8p67BACZ8011502X Type No. WT21MFF	West Block-1	V.S.Division Smt. P.A.Mini DRG	25.10.2010	3 years	24.10.2013
7.	Samsung SCX-4521F Sl.no. 8p67BACZ801506R WT21MFF	West Block-1	VS.Division Sh.R.Bharwaj DRG	25.10.2011	3 Years	24.10.2013