



दूरभाष प्रतिकृति संख्या: ०११-२४११६९३८

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दिल्ली विश्वविद्यालय, दक्षिण परिसर
UNIVERSITY OF DELHI, SOUTH CAMPUS
बनितो हुआरेज रोड, नई दिल्ली - ११००२१
Benito Juarez Road, New Delhi -110021

Ref. No. SDC/GB/CAMC of Xerox Photocopier Machines/2015-16

Dated: 17th Dec, 2015

Sub: Quotation for CAMC & FSMA of Xerox Photocopier Machines

Sir,

University intends to grant Comprehensive Annual Maintenance Contract & FSMA for Xerox Photocopier Machines installed in the Accounts, Establishment and College Branch at SDC, as detailed below. Kindly quote your best rates for the following items along with full details, terms and conditions, in a sealed envelope marked "Quotation – (for CAMC of Xerox Photocopier Machines) addressed to the Assistant Registrar, University of Delhi South Campus, Benito Juarez Road, New Delhi – 110 021, latest by the 06.01.2016 upto 3:00 PM. Please note quotation received after the due date & time will not be considered.

S.No	Name of the Equipment	Specifications	No. of Equipment	Unit Cost (in Rs.)	Amount (in Rs.)	FSMA Rate.
01	Xerox Photocopier Machines (WC 5020)	Digital Copier with printer, Scanner: Minimum copying/printing Speed:20/20 Size (Original/Image): A3/A3, Ram (MB):64, Bye Pass Capacity 50 sheets, 250 Sheet, Feed Tray, 50 Sheets ADF Zoom/Red 50 to 200% Category Duplex	04			

17.12.15

Terms & Conditions:

1. The contract will be for "Comprehensive maintenance service" shall be only for one year from the date of award of contract and if any part is required to be replaced the same will have to be replaced under the contract and no extra charges will be paid by the Department for any spare part. It will be the responsibility of the company to provide genuine spare parts of machines and to keep all the machines in working order.
2. The Competent Authority reserves the right to select any tender or reject any or all tenders without assigning any reason whatsoever.
3. The quantity of item detailed above may vary at the time of grant of the contract.
4. The rates quoted will remain in force during the period of contract as specified by this Department and during the currency of contract no demand for upward revision of rates on any account whatsoever will entertained.
5. The company will maintain servicing card for each equipment on which full signature for the person operating the machine shall be taken after each servicing. All complaints for the repair of machine will be attended in the office premises within 24 hours of the complaint.
6. The payment towards maintenance charges for maintenance of equipment will be made on quarterly basis with taxes as applicable. Any failure on the part of the firm to maintain the machines satisfactorily and delay on the part of the firm to repair defects/ replace defective parts for any reasons including no-availability of genuine spare/ parts shall be deemed to be breach of the terms and conditions of this AMC and shall entail deduction of such amount of penalty for the maintenance charges as may be decided by the Competent Authority.
7. It shall also be the responsibility of the contracting firm to hand over the machines in good working condition at the end of the contract period to this Department as determined by the Competent Authority.
8. In case of termination of Maintenance contract, one month notice should be served by either side.
9. The letter inviting quotation tender document would be posted on our website i.e. www.du.ac.in

Yours faithfully,


17-12-15
ASSISTANT REGISTRAR (General)