



# Delhi Pollution Control Committee

Department of Environment, Govt. of NCT of Delhi  
6<sup>th</sup> Floor, ISBT Building Kashmere Gate, Delhi - 110 006.  
(website <http://dpcc.delhigovt.nic.in>)

F.No.DPCC/5(2)/CT/07/1988-89

Date:- 29/3/16

**Sub: Comprehensive Annual Maintenance Contract for Photocopier Machines in DPCC.**

A. As directed by competent authority, quotations for Comprehensive Annual Maintenance Contract (AMC) of Photocopier machines installed in DPCC. Details of Photocopier Machines are given below:-

Sl. No.	Description of Photocopier Machine	Rate per photocopy (Excluding paper & Photocopier operator)	Service Tax (%)
1	SHARP (02 machine) (Model MX-452N) (Model AR-5618S)		
2	TOSHIBA (E-studio 255)- 01 Nos.		

*for up to*  
*ES/CT*  
*done*  
*31/3/16*  
*TELL*  
*01/04/16*

**B. DETAILS OF TENDER**

- Last date of submitting of Quotation: - 22-04-2016 at 12.00 Noon.
- Opening of Quotation :- 22-04-2016 at 16.00 PM

**C. Eligibility Criteria:-**

Following Essential Documents should be submitted with the technical bid failing which the tender shall be rejected.

- Earnest Money of Rs. 5,000/- in form of Demand Draft in favour Delhi Pollution Control Committee.
- Self Attested copies of registration certificate of Service Tax.
- Self Attested copies of PAN Card.
- Authorization letter for signatory
- Copy of D VAT/TIN No.

Technical bid not accompanied with above documents will not be entertained.

**D. Terms & Conditions:-**

- Sealed quotation comprising of Earnest Money, all documents & certificates listed under "Eligibility Criteria" must reach in office of Delhi Pollution Control Committee, 6<sup>th</sup> Floor, ISBT Bldg., Kashmere Gate, Delhi-110006 before or on 15.04.2016 at 12.00 Noon and be dropped in quotation box placed at Enquiry Counter at 6<sup>th</sup> Floor, failing which tender shall be rejected.
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2. The AMC will be comprehensive includes preventive maintenance / monthly regular services of the Photocopier Machines and / or replacement of any items / spare parts of good / standard quality for keeping the Photocopier Machines active and free from any defects / disturbance.
3. The AMC charges shall include of consumables items i.e. Cartridges, Toners except Papers.
4. The agency may inspect the system/machine on any working days from 11.00 AM to 4.00 PM before submitting the tender.
5. In case of successful bidder(s) found in breach of any conditions(s) of the tender / agreement at any stage, the legal action as per laws / rules shall be initiated against the agency and security money deposited shall be forfeited. .
6. All the machine must be serviced onsite at DPCC premises. The agency will provide adequate standby machines / systems if the problem is not solved within 24 hours.
7. All the complaint should be attending within 24 hours, failing which penalty for not attending the complaint will be Rs. 200/- per day.
8. The AMC rates mentioned in this contract will be valid for a period of one year from the date of awarding the contract which may be extended for further two years on the same rate & terms & conditions subject to satisfactory service.
9. Any plea raised by successful bidder about his dissatisfaction with regards orderliness of the machines will not be entertained.
10. The payment will be made to the agency on quarterly basis after satisfactory completion of service.
11. Competent Authority, DPCC reserves all right to reject or accept any or all quotations without assigning any reason.

This issues with the prior approval of the Competent Authority.



(Sharad Kumar)  
Administrative Officer

Copy to:-

1. SEE (IT):- with request to upload on DPCC website.
2. Notice Board of DPCC.