

F.No. D-21014/3/2008-C&G
Government of India
Office of the Director General of Civil Aviation
Opposite Safdarjung Airport, New Delhi

New Delhi dated the 20-11-2009

Sub: Comprehensive Annual Maintenance contract for 12(Twelve) fax Machines in the DGCA Office, Opposite Safdarjung Airport, New Delhi and Central Examination Organisation East Block-III, R.K. Puram, New Delhi.

Quotations in sealed cover are invited for Comprehensive Annual Maintenance Contract for 12(Twelve) Fax Machines installed in the DGCA Office, Opposite Safdarjung Airport, New Delhi and Central Examination Organisation, East Block-III, Level-III, R.K. Puram, New Delhi for the period of one year from 01.01.2010 to 31.12.2010. **The quotations should reach this office on or before 10.12.2009.** The details of Fax Machines are as under :-

S.No.	Model of Fax Machine	Quantity
1.	Modi Zerox	02 nos.
2.	Sharp FOA-650	01 nos.
3.	Acer	01 nos.
4.	Sharp FO-78	01 nos.
5.	Panasonic	01 nos.
6.	Canon L-295	01 nos.
7.	Muratech MFX-1200	01 nos.
8.	Sharp AM-400	01 nos.
9.	Canon L-220	03 nos.
	Total	12 nos.

2. It shall be responsibility of the firm to maintain all the fax machines in good working order and take prompt action to rectify the machine. The firm shall provide standby fax machine till the machine is got repaired by the firm in case of any delay.

3. No extra payment will be made for change/replacement of any part.

4. The firm shall take prior permission from the undersigned/ Section Officer, General Section for taking the machines out of the office premises for repairs and replacement of worn out parts with original one.

5. The rates quoted by the firm will not be enhanced during the period of contract in any case.

6. Monthly servicing of the Machines or as and when asked for in emergent cases be got done by the experienced service engineer.

7. Comprehensive Annual Maintenance Contract for fax machines can be considered for renewal for further period subject to satisfactory performance of the firm in the matter.
8. Payment shall be made on quarterly basis against submission of bill in triplicate along with the satisfactory reports received from the users.
9. This office reserves the right to terminate agreement any time during its currency by giving notice in writing in the event of service rendered by the firm found unsatisfactory.
10. The rates for CAMC for 12 fax Machines be quoted separately duly signed. The rate quoted should specify in any part is not covered in CAMC.
11. The machines are in working order and can be checked on any working day.
12. The rates of TTR Roll/ Carbon Roll or other items for the fax machines may please be quoted separately as per box, which will be paid extra as and when required.
13. The firm will have to deposit security money of Rs.5000/-(Rupees five thousands only) in the form of FDR, by a Nationalized Bank in the name of PAO, DGCA, Ministry of Civil Aviation, New Delhi, which shall be returned to the firm after successful completion of the contract.
14. The quotation should be addressed in the name of Shri M.C. Pandey, Deputy Director of Administration, Office of the Director General of Civil Aviation, Opposite Safdarjung Airport, New Delhi – 110003.

(M.C. Pandey)
Deputy Director of Administration
for Director General of Civil Aviation