

आवासन और शहरी कार्य मंत्रालय
MINISTRY OF HOUSING & URBAN
मुद्रण निदेशालय, नई दिल्ली-110011.
DIRECTORATE OF PRINTING
DELHI-110011.



भारत सरकार मुद्रणालय,
राष्ट्रपति भवन, नई दिल्ली -110004
GOVERNMENT OF INDIA PRESS
RASHTRAPATI BHAVAN, NEW
NEW DELHI-110004.

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P-13014/1/RBP/21-22/ 337

DATE : 11/9/2021

Tender Notice

Subject:- Inviting Tender Notice for the Annual Maintenance & Servicing Rate Contract Computers and Printers with spare/without spare.

1. Rate of GST if payable in addition to the rate quoted should be mentioned separately otherwise rate will not be considered.
2. Quotation in sealed cover, addressed to Officer-In-Charge, Govt. of India Press, Rashtrapati Bhavan, New Delhi-110004 should superscripted "**Quotation for Annual Maintenance Contract of Computer and Printers Due on 06.08.2021**".
3. Quotations are invited for Annual Maintenance for 1 year without any spare parts & non-consumables. The details of Computers, Printers, Scanner & Fax are as under:

4.

<u>S.No.</u>	<u>Description Machines</u>	<u>Specification</u>	<u>Nos.</u>
1.	P.C. System	Core-4	12 (Twelve)
2.	Laser Jet Printer (Heavy Duty)	A-4	08 (Eight)
3.	Heavy Duty Laser Jet Printer	A-4	03 (three)
4.	Multi Function Printer	A-4	02 (Two)

The firm will have to furnish PAN/ GST number in their quotation.

5. The Bidders will have to submit their work profile in respect of other Government department during previous years..
6. The offer should be kept valid for 90 days from the date of opening the tender.
7. Quotation having advance payment condition will not be entertained.
8. In case of acceptance of your offer, an Agreement letter will be placed on you and, you will have to submit a bill in triplicate duly pre-receipt with the words "Received Payments" and also with usual Revenue Stamp if the amount exceeds Rs.5000 and the payment thereof will be arranged through NEFT/RTGS/PFMS. No other condition of advance payment or part payment shall be entertained under any circumstances.

Contd./-

9. The earnest Money Deposit of Rs. 2000/- in the form of Demand Draft/Fixed Deposit/Bank Guarantee from any commercial bank is acceptable in favour of "Pay and Accounts Officer (Printing), Ministry of Housing and Urban Affairs, New Delhi".
10. The Successful tender recipient firm will have to deposit 10% of the total value as performance Security deposit from any nationalized bank in the form of a FDR.
11. The firms will undertake preventive and corrective maintenance one in every fortnightly besides attending to the complaints promptly on day to day basis and also beyond normal working hours and working day so that the work on that machine does not suffer and the urgent work should not hamper.
12. **OFFICER-IN-CHARGE**, reserves the right of accepting or rejecting any or all the tenders without assigning any reasons whatsoever and does not bind himself to accept the lowest or any other tender.
13. The last date for submission of the tender is 06-08-2021 up to 3.00 PM and tender will be opened on the same date at 3:30 PM.
14. Quotations received after the due date/time as mentioned in this tender will be treated as Late Bids and will not be entertained.
15. Annual Rate Contract may be extended for further one year on the quality & performance of previous year work on approval rate.

Rajender Singh
16.7.2021
(RAJENDER SINGH)
Officer -In-charge