

Government of India
Prime Minister's Office
No.D.19015/3/2012-13-PMG
(General Section)

South Block, New Delhi.
Dated 13th February, 2013.

To,

As per list attached.

Subject:- AMC for the repair/service in respect of fax machines at various locations of PMO / NAC.

Sir,

I am directed to invite sealed quotations for awarding Annual Maintenance Contract (AMC) for a period of one year to maintain the FAX machines (List at Annexure 'A') installed at various locations of this office / NAC. You are requested to indicate the rates for the above said work and address the same to the undersigned, Room No.236, South Block, New Delhi-110011 in a sealed cover upto 3 p.m. on 6.03.2013. The tender will be opened at 3.30 p.m. on the same day in the presence of bidders or their authorized representatives, if any, present at that time. The rates quoted shall be both in words and figures. There should not be any erasing or overwriting on the rates quoted. The quotations will be accepted of those quotationers who have sufficient experience of maintenance / servicing of FAX machines in the Government Departments. Sufficient proof in this regard may be attached with the quotations. The office reserves the right to reject any quotation in full or part without assigning any reason thereof. **The quotations shall be accompanied with an Account payee Demand Draft / Bankers caheque for Rs.8,000/- (Rupees Eight thousand only) as earnest money drawn in favour of Section Officer, Prime Minister's Office, New Delhi. Earnest money will be refunded only after the work has been awarded to the successful bidder and no interest will be paid on the earnest money.**

2. The terms and conditions for the maintenance of the FAX Machines are as under:

- i. The AMC covers comprehensive maintenance of FAX machines of the office installed at various locations of this office / NAC and no extra charges for any general wear and tear / spare parts etc. shall be made by the PMO.

