

Government of India
Prime Minister's Office
No.D.19011/1/2012-13-PMG
(General Section)

South Block,
New Delhi-110011
Dated 20.03.2012

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

Sir,

I am directed to invite sealed quotations for the Annual Maintenance Contract for the repair/service in respect of Shredding machines (List at Annexure 'A') installed at various locations of this office/NAC, for one year on the terms and conditions mentioned below. In case you are interested in undertaking the maintenance work, you are requested to submit your rates to the undersigned by name in a sealed cover. The outer cover may be addressed to undersigned, Room No.236, South Block so as to reach not later than 3.30. p.m. on 04.04.2012. The quotations will be opened on the same day at 3.30 p.m. in room No.236, South Block, New Delhi in the presence of those tenderers who may desire to be present at that time. The terms and conditions for submitting the quotations are as under :-

1. The contract shall be comprehensive in nature and shall include replacement of parts.
2. The Shredding machines are located in PMO at South Block, PMH and NAC. The repairs will be carried out immediately at our premises. In case any machine is required to be taken outside the premises for repairs, the freight/transportation charges will be borne by the firm.
3. Service Engineer should pay visits once in a month to this office for proper upkeep and maintenance of the machines. Further, whenever required service should attend to the problem on the same/next day positively.
4. The contract shall be for one year from April, 2012 to March, 2013 for the shredding machines mentioned at Annexure 'A'. This office, however, reserves the right to cancel the contract in case the service is not found to be satisfactory or for any other reasons.
5. The payment will be made in half yearly installment.
6. An amount of Rs.5000/- (five thousand only) should be deposited along with bid as bid security in the form of Account pay DD/Banker's cheque drawn in favor of Section Officer, Prime Minister's Office, New Delhi. The bid security of unsuccessful bidder will be returned to them after the award of the contract.
7. The successful bidder will be required to remit an amount of Rs.5000/- (Five thousand only) as performance security in the form of Bank Guarantee within 7 days from the date of acceptance of their bid this Office.
8. The company should submit its profile and bid on their letter head bearing full address, TIN/PAN number, telephone no. etc. indicating past experience, technical capability, financial position, reliable references etc, while submitting their bid.
9. In all matters of dispute relating to this contract, the decision office will be final and binding upon the firm.

Yours faithfully,


(R. Mythili)

Under Secretary to the Govt. of India

NIC, PMO
(for uploading in website)

Annexure 'A'

PMO

Model	No.of of Machines
Aditya Matrix	29*
Methodex: infers /Shredsmart	8
Manik Top Secret/ Misc. Machines	3
Schleichers Heavy Duty 50.20	8
Schleichers medium duty 25.10	1
Schleichers Roto S.150	4
Schleichers Taros 15.20	16
Cobra (Super heavy duty)	01
Total:-	70

* Payment of 05 machines would be paid after completion of their warranty period.

NAC

Model	No. of Machines
Table top shredding machine	02
Taros	01
Steadfast (crosscut)	04
Gobbler GS	03
Total:-	10

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