

भारत सरकार  
केन्द्रीय जल आयोग  
ऊपरी यमुना मण्डल

कालिंदी भवन, बी-5, तारा क्रीसेंट रोड,  
कुतुब संस्थानिक क्षेत्र, नई दिल्ली-110016

पत्रांक संख्या-1/06/08/2021-UYD/ 4712-17

दिनांक 20.09.2021

कोटेशन आमंत्रण सूचना

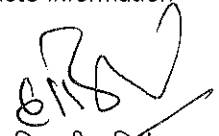
भारत के राष्ट्रपति की ओर से अधोहस्ताक्षरी द्वारा संलग्न विवरण के अनुसार ऊपरी यमुना मण्डल, नई दिल्ली के अंतर्गत "Full Service Maintenance Agreement (FSMA) of Photocopy machines working at Kalindi Bhawan" के कार्य हेतु कोटेशन आमंत्रित किये जाते हैं। इच्छुक प्रतिष्ठित फर्म संलग्न निर्धारित प्रपत्र में कोटेशन अपनी बंद लिफाफे में दिनांक 20.09.2021 को अपराह्न 11:00 बजे तक जमा करा सकती है। जो उसी दिनांक को अधिशासी अभियंता, ऊपरी यमुना मण्डल, नई दिल्ली के कार्यालय में 15:00 बजे खोली जाएगी।

नियम और शर्तें:-

1. The agency must be having at least one work experience of similar nature in the last five years.
2. The work shall be completed as per the specifications and direction of Engineer-in-Charge.
3. The rates shall be quoted in both figures as well as words also.
4. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
5. NIQ No. and date of opening shall be written on the top of envelop.
6. The payment shall be made through ECS/RTGS only after satisfactory completion of work.
7. Goods & Service tax or any other tax shall be mentioned clearly.
8. Goods & Service Tax amount as applicable will be reimbursed by the department only after the submission of original paid challan/receipt in this office.
9. Quotationer must visit the office between 11:00 am to 04:00 pm at any working day to collect the relevant details/information's regarding the above said work.
10. The FSMA work is continued process for whole year. The complaint of photocopier machines should be attended same day, for any complaint upto 03:00 PM, and by the next morning 11:30 AM, in other cases, by the agency/firms. In case of any delay or unsatisfactorily work, penalty of Rs. 100/day would be imposed.
11. Machine should remain in perfect running condition and print should be neat and clear as per full satisfaction of the department.
12. Bidders are requested to visit this office to inspect the photocopier machines and to get the complete information of present status of photocopiers, immediate repairs required and submit their bid accordingly.
13. Purchaser will not have borne any cost on repair of Photocopiers except AMC charges.
14. Periodic preventive maintenance based on specific needs of each unit of the equipment should be done including necessary adjustment and replacement of unserviceable parts like drum, tonner etc.
15. Unscheduled remedial maintenance of repairing malfunction shall include replacement of unserviceable parts. The parts replaced will be new and genuine one.
16. Service Engineer of the firm should make regular visits at least once in 15 days for checking of machine as a part of preventive maintenance.
17. In case of major break down of more than 24 hours, a stand by machine in running condition should be installed in the concerned date.
18. The machine under the FSMA should be on good working condition at the end of the contract period and with all genuine parts. Cost of repair, if any, will be recovered from the firm from the final dues.
19. Toner, drum, cartridges etc. shall be provided by the firm, whenever needed by the department.

20. This office shall pay the rate per copy plus taxes for each of photocopier Machine.
21. Payment will be made as per machine meter reading duly certified by user.
22. Any other deduction on account of central taxes. Levies and other taxes etc. as applicable will be deducted from the bill submitted by the firm.
23. This Full Service Maintenance Agreement (FSMA) of Photocopier machines at Kalindi Bhawan given at Form-2 is valid for one year from the date of issue of Award Letter.
24. Approximately 1,80,000 pages will be used from photocopier machines at Kalindi Bhawan given at Form-2 for photocopy purpose under FSMA, this quantity may vary depends upon the use of machines.
25. Quotation must include completely filled form 1 and form 2. Any ambiguity or incomplete information would result in summarily rejection of the quotations.

For further details, see website: <https://www.cwc.gov.in>



अधिशायी अभियंता  
कृते एवं राष्ट्रपति की ओर से

संलग्नक; Form-1 & Form-2.

प्रतिलिपि:-

1. मुख्य अभियंता, यमुना बेसिन संगठन, केन्द्रीय जल आयोग, कालिंदी भवन, नई दिल्ली।
2. अधीक्षण अभियंता, जल विज्ञानीय प्रेक्षण परिमंडल, केन्द्रीय जल आयोग, वैशाली।
3. वेतन एवं लेखाधिकारी, केन्द्रीय जल आयोग, सेवा भवन, नई दिल्ली।
4. सहायक अभियंता (मुख्यालय), ऊपरी यमुना मण्डल, नई दिल्ली।
5. लेखानुभाग।
6. सूचना पट्ट।

**Form No:-1**

**Name of Work:** "Full Service Maintenance Agreement (FSMA) of Photocopy machines working at Kalindi Bhawan"

1	Name of Company/ Firm / Agency (Attach certificate of registration):	
2	Name of proprietor / Director of Company / Firm / agency:	
3	Full Address of Reg. Office :	
4	Telephone No.	
5	FAX No.	
6	E-Mail Address :	
7	Full address of Operating/ Branch Office :	
	Telephone No.	
	FAX No.	
	E-Mail Address :	
8	PAN No. (Attach attested copy)	
9	GST Registration No. (Attach attested copy)	
10	Give details of the major similar contracts handled by the tendering Company / Firm /Agency during the last five years (attach copy)	
11	Additional information, if any (Attach separate sheet, if required)	

Place:

Signature of Authorized Person:

Date:

Name of authorized person:


Seal of Agency/Firm:

Form-2 (Schedule of Quantity)

Name of Work: - Full Service Maintenance Agreement (FSMA) of Photocopy machines working at Kalindi Bhawan

Sl.No.	Description	Charges	Rate in Rs.		Remarks
			In figures	In Words	
1	Full Service Maintenance Agreement of Photo-copier machine IR ADV 4225 (Sr. No. RKX01432), Canon make (Location: Office of Chief Engineer, YBO)	Per Copy			
2	Full Service Maintenance Agreement of Photo-copier machine IR ADV 4225 (Sr. No. RKX02093) & e-Studio 3508A Toshiba (Replacement of all Consumables parts like Drum, Toner, Developer etc.& Complete Service) (Location: Upper Yamuna Division)	Per Copy			
		Total			

\*Goods & Service Tax amount as applicable will be reimbursed by the department only after the submission of original paid challan/receipt in this office.

  
अधिशायी अभियंता  
कृते एवं राष्ट्रपति की ओर से