

No.F.50-21/2015-NM(admin)
Government of India
Ministry of Culture
National Museum
Janpath, New Delhi-110011.

14 AUG 2018

To,
National Museum Website

Sub: Calling of quotation for (A to Z Comprehensive)AMC of Photocopier machine installed in the National Museum one/two years- reg.

Sir,

Sealed quotations are invited for A to Z Annual Maintenance Contract of the Color and Black & White Photocopier machines installed in the National Museum.

1. Ricoh MPC20300(Color)	01 nos.
2. Ricoh MP4000B Black & White photocopier machines	01 nos.
3. Ricoh 500 B Black & White photocopier machines	01 nos.
4. Sharp AR 5731 Black & White photocopier machines	02 nos.
5. Canon IR 2318 Black & White photocopier machines	02 nos.
6. Kyocera FS-C8520 (color)	01 nos.
7. Sharp MFD AR 6031	01 nos.
8. Ricoh Aficio 5001	01 nos.

Total 10 nos.

While furnishing the quotation, the following should be carefully

noted:

1. The sealed quotations may be submitted in sealed envelop superscribed as "Quotations for A to Z Comprehensive Annual Maintenance Contract of Photocopier machines" and addressed to the Administrative Officer, National Museum, Janpath, New Delhi so as to reach the undersigned by 02.00 p.m. on or before 31st August, 2018. **Quotation will be opened on the same day i.e. 31st August, 2018 at 4.00 PM by the Local Purchase Committee of the National Museum.** Representatives of the firm, if they wish, can be present during the opening of the quotation letters. Last date of submission of the quotation should also be mentioned, on the envelope. Please quote per page rate as per Annexure II.
2. During the currency of the contract period it will be the responsibility of the company/firm to keep the equipments in perfect working order.
3. **The repair works will have to be carried out at the location of the equipment except in the exceptional circumstances where the equipments may be required to be taken out for repair in workshop of the firm. In such cases the standby arrangement shall have to be made by the company/firm at its own cost and in no way the working of the office concerned should be held up for want of any standby arrangements. First**

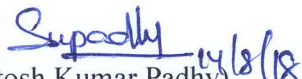
Sincerely

payment will be made after six months only after discharging service to the National Museum.

4. The Firms may inspect the machines before quoting rates.
5. The firm/company shall provide/depute their engineer on all working days from 9.30 a.m. to 6.00 p.m. including holidays (Saturday/Sunday), if needed. The engineers should be equipped with mobile phones to ensure their availability.
6. The contract will be valid for a period of three year from the date of award of contract. **The rates quoted shall remain in force for the full period of the contract. No demand for revision of rates on any account shall be entertained during the contract period.**
7. The National Museum reserves the right to select or reject any or all quotations without assigning any reasons whatsoever.
8. If service found unsatisfactory during the contract period, the contract can be cancelled by DG, NM/Administrator after issuing notice to the firm.
9. **PLEASE SUBMIT EMD(EARNEST MONEY DEPOSIT)FOR AN AMOUNT OF RS.10000/- (RUPEES TEN THOUSAND ONLY)IN THE FORM OF DEMAND DRAFT IN FAVOUR OF D.D.O, NATIONAL MUSEUM, NEW DELHI, QUOTATIONS WITHOUT EMD SHALL BE LIABLE FOR REJECTION.**

Copy to:

1. All L.P.C .Members, National Museum,
2. C.I.S.F. National Museum
3. Web site National Museum.
4. Notice Board
5. CPP Portal


(Santosh Kumar Padhy)
Administrative Officer