



GOVT. OF NCT OF DELHI  
OFFICE OF THE DISTRICT MAGISTRATE (NORTH-WEST)  
KANJHAWALA, DELHI-110081

F.49 /CTB/DCNW/ CCTV/2019/ 334

Dated:- 21/08/2020

**NOTICE**

The Dy. Commissioner (North-West) invites quotations for Annual Maintenance Contract (AMC) of 05 No.s of Photocopier Machine installed in District North-West in District North-West. Interested vendors are required to submit their quotation after visiting the machines in Caretaking Branch, Room No. 15, DC office Complex, Kanjhawala, Delhi-110081 on or before 30/08/2020 by 12.00 Noon. The quotation will be opened on 30/08/2020 at 3:30 P.M. at ADM Office, North-West by the Committee. You and your authorized person may present at the timing of opening. The Details of installed photocopier machine are as under:-

Sr. No.	Installed at	No.s of Installed Photocopier Machine	Manufacture/Company name and model Number of photocopier machine installed in various branches and offices.
01.	ADM(NW)	01	Xerox (work Centre 5020)
02.	Society & Firm Branch	01	Toshiba (e-Studio 356 SE)
03.	DDMA (North-West)	01	Sharp (AR-5620N)
04.	Patwar Ghar	01	Toshiba (e-studio 356 SE)
05.	SR-VI-D(Kanjhawala)	01	Toshiba (e-studio 356 SE)
	<b>Total</b>	<b>05</b>	

**Term & Conditions:-**

1. The Agencies/Vendor/Service Provider shall truly and faithfully carry out the said job in proper manner.
2. Response time for maintenance call should not exceed 2 hours.
3. Only registered companies/firms, Partnership, proprietor ship having GST No., PAN No. Registration No. etc will be participated otherwise bid will be summarily rejected.
4. If the work is not completed within time the Deptt. will have option to replace the vendor/service provider to get the work completed and the cost and expenditure incurred therein shall be recoverable from the second party i.e service provider.
5. The O/o Deputy Commissioner, North West District, Government of NCT of Delhi, may terminate the contract if it is found that the agency is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
6. The O/o Deputy Commissioner, North-West, Kanjhawala, Delhi, Government of NCT of Delhi, may reject the bid in the event that the Bid is accepted but the successful bidder fails to furnish the performance.
7. The payment will be made on quarterly basis.
8. The Agencies/Vendor/Services Provider shall provide rate list of AMC as per year i.e. 01 year, 02 year & 03 year including GST.
9. The Agencies/Vendor/Services Provider shall provide item list consumable non consumable items covered under AMC.
10. Deputy Commissioner, North-West reserve the right to terminate the tender/quotation at any point of time.
11. Performance Guarantee should be an amount of 5% of the value of contract as security deposit in the form of DD/Bank Guarantee payable on the name of DDO, Deputy Commissioner (North-West) and make the agreement including all terms and conditions within 15 days from the award of work.

(N.S.P. TRIPATHI)  
SUB DIVISIONAL MAGISTRATE (H.Q.),  
DISTRICT NORTH-WEST

Copy to:-

1. Display Board.
2. Office Website.