

F. No. 21/4/2015-Genl.Admi.  
Government of India  
Ministry of Finance  
Department of Investment and Public Asset Management

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Block No. 11 &14,  
CGO Complex,  
Lodhi Road, New Delhi,  
Dated: the 12<sup>th</sup> August, 2016

**NOTICE INVITING TENDER**

To  
As per list attached

Subject: Quotation for Comprehensive Services & Maintenance Contract (CSMC) for Fax Machine –  
regarding.

Dear Sir,

I am directed to invite sealed quotations for annual Comprehensive Services & Maintenance Contract (CSMC) for Fax Machine of this Department. The make/specifications and the numbers of machines possessed by this Department are as under:-

S. No.	Make	Model/ Specification	Quantity
1.	Fax Machine	Samsung	1
2.	Fax Machine	Canon	2
3.	Fax Machine	Panasonic	1
4.	Fax Machine	Brother	1

2. The award of contract will be subject to the following terms & conditions:
- (i) Only those registered firms having a valid TIN No. are eligible to furnish the tenders.
  - (ii) Desirous firms may submit quotations duly completed and signed to the undersigned latest by 3.00 P.M. of 26.08.2016. The quotations will be opened at 4.00 PM on same day in Room No. 213, Block No. 11, CGO Complex, Lodhi Road, New Delhi. You or your representative may be present at the time of opening of quotations, if so desired.
  - (iii) Representative of firms may inspect the systems on any working day.
  - (iv) Desirous firms must have experience and expertise in the maintenance. Prospective firms must have proven experience of maintenance of similar systems and other items at at least 5 locations during the last three years.
  - (v) The firms must have their own maintenance and support infrastructure situated in New Delhi.

- (vi) No Earnest Money is required to be deposited. However, the successful bidder has to furnish a Security Deposit ₹5000/- (Rupees five thousand only) in the form of Bankers cheque or Demand Draft in the favour of Drawing & Disbursing Officer, Department of Investment and Public Asset Management (DIPAM). The Security Deposit shall be refunded on completion of the contract. No interest shall be payable on the Security Deposit. The Security Deposit shall be liable to be forfeited in case the firm fails to comply with the terms & conditions contained herein.
- (vii) Only such work as cannot be carried out in the office premises will be allowed to be done outside the office premises and no extra charge will be paid for that.
- (viii) Payment will be released quarterly on prorata basis upon rendering of satisfactory services. Penalty will be imposed at the rate of ₹100/- per day if the complaint is not attended within 24 hours of intimation.
- (ix) The contract will be awarded for a period of one year.
- (x) The contract so awarded can be terminated by the Head of Department, Department of Investment and Public Asset Management at any time without giving any reason.
- (xi) In case of dispute of any kind, the decision of the Head of Department, Department of Investment and Public Asset Management shall be final and binding.
3. Complete Tender Documents can be downloaded from the website of this Department ([www.divest.nic.in](http://www.divest.nic.in)) as well as from the CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)).



(Ashish Kumar)

Under Secretary to the Government of India

Tel: 24368785

**Copy to: NIC Cell with request to display Complete Tender Documents on the website of this Department ([www.divest.nic.in](http://www.divest.nic.in)) as well as on the CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)).**