

By Speed Post

तार का पता: "मिनीस्टील"

Telegraphic Address : "MINISTEEL"

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No. 21014/2/2012-Ad (G)

भारत सरकार
GOVERNMENT OF INDIA
इस्पात मंत्रालय
MINISTRY OF STEEL
उद्योग भवन
UDYOG BHAWAN

नई दिल्ली-110107

New Delhi-110107

4/6/12

To

M/s. Sympoh Marketing Pvt. Ltd.
4658-A, Ansari Road, 21, Darya Ganj,
New Delhi-110002

Subject:-Award of Annual Comprehensive Maintenance contract (FSMA)
for all brands viz. sharp, Muratec, Toshiba, Canon, Recoh, etc,
photocopier machines installed in Ministry of Steel.

Sir,

I am directed to refer to your letter No. -Nil- dated 21.03.2012 on the above subject and to say that the competent authority in this Ministry has decided to award the Annual Comprehensive Maintenance Contract/FSMA for the following photocopier machines at the rate quoted in your quotation i.e. @ 13 paise + taxes per copy for sharp, Muratec and Canon machines and @ 13 paise + taxes per Super G-3, Toshiba and Recoh machines for a period of one year w.e.f. 04.06.2012 to 31.03.2013 on the following terms & conditions:-

Sl.No.	Make/Models	Total No.
	Sharp ARM 420U	4
	Sharp ARM 205	5
	Sharp AR 5127	3
	Canon 2022 N	1
	Canon IR 3530	2
	Canon 2320	11
	Canon 3225	2
	Canon IR 2318 L	1
	Toshiba 2030	1
	Toshiba 167	2
	Recoh FT 3813	1
	Canon 2525	2
	Total	35 Photocopy Machine

Copy :- nrc m/o Steel.

4/6/12

हिन्दी का प्रयोग उपेक्षित नहीं है, पत्र का उत्तर शीघ्र दिया जायेगा।

S No. 21014/2/2012. Ad(4),
dated 4/6/12

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- (i) The rates quoted shall remain in force for a period of one year i.e. 01.06.2012 to 31.03.2013 and during the currency of the contract, no demand for revision of rates on any account whatsoever shall be entertained. However, the performance of the company will be reviewed on quarterly basis. The continuation of the contract will be depend on the out come of quarterly review.
- (ii) The contract includes preventive and corrective service as and when required
- (iii) Under the FSMA contract, your will supply us service consumables and spares without additional charges.
- (iv) All machines which are under running condition would be taken under FSMA on "As and where is basis"
- (v) The complaints shall be attended to immediately and one trained engineer will be deputed to attend to complaints in case the machine remains idle beyond 48 hours after lodging of the complaint, an equivalent amount of average workload (on per day basis) of the machine shall be deducted from the payment.
- (vi) The payment will be made on monthly basis after the service is rendered, on production of bills, the meter reading in the bill may be got verified by the In-charge of the section.
- (vii) The machine will be repaired thoroughly by you at the site. In case the copier requires extensive repairs in your workshop, arrangements for taking the copier to your workshop and back will be made by you for which nothing will be paid by this Ministry.
- (viii) If your performance is found unsatisfactory then the contract will be terminated with immediate effect without any notice.
- (ix) The company shall not engage any sub-contractor or transfer the contract to any third person.
- (x) The company shall be held responsible for any damage that shall be caused by action of its employees(s).
- (xi) The company shall maintain a logbook containing details of monthly billing/maintenance/replacement of parts duly signed by the occupants(s) of the room where the photocopier is installed.
- (xii) Ministry of Steel shall have the right to ask for removal of any person of the company who is not considered to be orderly in discharge of his duties.
- (xiii) Company would furnish a certificate that it is not providing services to other Ministries/Deptt's at lower rates than quoted for Ministry of Steel.

Besides the above, other terms & condition will remain the same as mentioned in the Ministry's NIT issued of even No. 21014/2/2012 dated on 06.03.2012.

(S.K.Gupta)

Under Secretary of Government of India
Tele:-23063807

Wanted
By
Special Post
4/6