



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
Phone No. +91 11 24362200, 24366305, 24360527, Fax +91 11 24364587

No.MMTC/CO/Photosate/Konica-2014

Date : 25/07/2014

SUB : Tender for Maintenance Contract of Photocopiers.

MMTC Limited, a Government of India Enterprise is inviting sealed quotation for maintenance (FSMA) of 12 (Twelve) Digital Konika Minolta photocopier from authorized distributors/service centers of Konika Minolta Photocopiers placed at Corporate Office, Core-1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi – 110003. AMC for the photocopier are at annexure – A.

The scope of work and some of the important terms and conditions are given below :

- The service provider shall have to keep the Photocopiers always in perfect working conditions, neat and clean and shall use good quality Tonner (ink) and genuine spare parts.
- The service provider shall have to rectify the defects on the same day, the complaint receive but in any case should not take more than two working days, failing which a penalty of Rs.100/- per day per photocopier will be imposed.
- Payment shall be made on submission of bill on the basis of reading duly certified by the Division using the photocopier.

Successful bidder shall have to enter an agreement with MMTC wherein other terms and conditions will be mentioned and shall have to deposit interest free performance guarantee of Rs.25,000/- which will be refunded within three months from expiry of agreement. The agreement will be valid for a period of one year which can be extended for one more year by mutual understanding. In the event of breach of term and condition of the agreement, MMTC reserves the right to annul the contract and get the work completed alternatively at the

contractor's risk and expense without any further notice to him. This agreement can also be terminated from either side by giving notice of one month.

Interested parties may quote per rate on their letter head, incorporating the details mentioned below :

1. Per copy rate
2. PAN Card Number
3. Service Tax Number
4. Banker's name and Account Number
5. Number and date of authorization by Konica Minolta

Offers should be accompanied with a DD/BC of Rs.10,000/- payable to MMTC, New Delhi as earnest money. The earnest money of the firms, whose quotations are not approved, will be refunded as quickly as possible. Copies of relevant documents may also be attached.

Sealed quotations may be dropped in a tender box kept at 2nd floor, Administration Division latest by 03.00 p.m. on 14th August, 2014. The quotation will be opened on 14th August, 2014 at 3.30 p.m.

MMTC reserves the right to reject or all the offers without assigning any reason.

General Manager (Admn.)

New Delhi.

ANNEXURE - A

S.No.	Model No.	QTY
1	DI-2011	01
2	DI-3010	06
3	Bizhub 350	04
4	Bizhub 363	02