

F.No. A-12032/01/2009/SC
Income Tax Settlement Commission
9th Floor, Lok Nayak Bhawan,
New Delhi – 110 003.

Dated: 05.01.2018

Tender Notice

**Sub: Maintenance of Photocopy machines in the Income Tax Settlement Commission,
New Delhi for the Year 2018 –**

I am directed to invite the quotations make wise and per copy basis for comprehensive Service Maintenance Annual contract in respect of photocopier machines installed in this Commission for a period of one year w.e.f. 23.01.2018 to 22.01.2019. Details of Photocopier Machines are as under:-

S.No.	Model	Qty
1	Sharp AR 5731	02

It is requested that the quotation may be sent to the undersigned in a scale cover superscribing "Quotation for maintenance of Photocopier Machines" latest by 20.01.2018 up to 12.00noon. The quotation will be opened on the same day at 4.00pm in ITAT, DR Hall, 11th Floor, Loknayak Bhawan, New Delhi. The terms and conditions of the contract will be as follows:-

1. The contract shall be of comprehensive maintenance service type and shall include providing of cons, all spares parts, toner, labour and no extra payment will be made further on this account. During the contract period it will be responsibility of the company to keep the photocopier machines in perfect working order.
2. All repairs work will be carried out within the premises of the Department. However, in case the machine is required to be carried out of the building for repair, it should only be done with prior permission of the Administrative Officer/Superintendent.
3. In case of replacement of faulty parts they shall be replaced only by genuine new spare parts. The old parts will be handed over to this Department.
4. If any machine is not repaired within a day, the contractor will provide a standby machine.
5. The contract shall be liable to be cancelled without any notice, if service rendered by the firm is not found satisfactory at any time during the period of the contract.
6. Earnest money by means of a Demand Draft/Pay Order of Rs. 3000/- (Rupees three thousand only) may be enclosed with the quotations. It is also clarified that the quotations received without earnest money will be summarily rejected. The pay order/DD may be prepared in the name of "ZAO, CBDT, New Delhi".
7. The payment towards comprehensive annual service maintenance contract shall be made on quarterly basis at the rates of per copy basis at the end of quarter on production of satisfactory reports from concerned users.
8. The firms are required to furnish their standing and goodwill through a certificate/documentary proof of Ministry/Department with complete address and telephone/GST no. List of present contracts having in Government Departments may also be enclosed with the quotation.

9. It may be noted that unrealistic prices quoted by the bidders would debar the bidders to be considered for giving contract by the Department.
10. The firm should have a work permit or registered with local authority including GST with 2-3 years experiences in the operational area.
11. The Department reserves the right to select or reject any or all quotations without assigning reasons thereof.
12. The firms/companies should be authorised provider of Sharp brands for which they are quoting the rates. The firms who maintain Sharp will be preferred. They must produce valid certificate to the effect along with the tender.



(Bipin Kumar)
Administrative Officer

Copy to:

1. Notice Board of ITSC, New Delhi.
2. Gate No. 1, 2 & 3, Lok Nayak Bhawan, New Delhi.
3. Official website of ITSC
4. CPP Portal