

No.D-19015/2/2007-Gen.I  
Government of India  
Ministry of Social Justice & Empowerment

Shastri Bhavan, New Delhi  
Dated: 29<sup>th</sup> August, 2011

To

Sub: Quotations for purchase of new Heavy Duty Photocopiers on buy back basis-reg.

Sir,

I am directed to say that the Ministry proposes to procure a few photocopier machines on buy back basis, the details of the same is give below:

Particular of the Machine required	Approximate number	Remark
Minimum Copying Speed (CPM): 45/45, (Black & White) Paper Size (original/Image); A3/A3, RAM Hard Disk (MB); 256 with 20 GB HDD, By pass: 50 Sheets	6	Against buy back of 6 old Toshiba 2060 model Photocopiers

2. The manufacturers/authorized suppliers or distributors of reputed brands like Sharp, Panasonic, Toshiba, Xerox, Ricoh, etc. are requested to submit their rate quotations along with authorization certificate from the manufacturers as per the requirement cited above indicating make and model, features of machine, provision of accessories like trolley, stabilizer, etc along with special discount/offer.

3. It is also requested that the guarantee period, FSMA rates, price of toner bottle, etc may be spelt out clearly and unambiguously in the quotations. The rate quoted should be with one year validity. The above information may be given in the format attached with this letter (Annexure)

4. The quotation in the format given in Annexure, may be sent alongwith earnest money (refundable) of Rs.10,000/- by way of Demand Draft drawn in favour of DDO, Ministry of Social Justice & Empowerment, New Delhi. The quotation may be submitted in a sealed envelope marked “**Quotation for New Heavy Duty Photocopiers**” and the same should be dropped in the Tender Box in the Facilitation Centre in the Ministry on the Ground Floor near Gate No. 3, Shastri Bhawan, New Delhi by 3.00 PM on or before 15-9-2011. Quotation received after the due date and time will not be accepted. The quotations will be opened at 3.30 PM on the same day. You or your representative may be present at the time of the opening of the quotations.
5. The earnest money of the unsuccessful bidders will be returned on the finalization of the contract. The earnest money of the successful bidder will be returned, after he submits the performance security of the prescribed amount.
6. Disputes, if any, arising in the matter shall be settled by an arbitrator to be nominated by the Additional Secretary and Secretary in this Ministry.
7. The contract shall be subject to Indian Laws and the jurisdiction of Delhi Courts.

Yours truly,

(Kamna S.Dikshit)  
Section Officer (G-I)

**ANNEXURE**

Buy Back Price of Toshiba Photocopier Model 2060	Price of the New Photocopier	Period of Guarantee*	No. of Free assured Copies**	Cost of Toner bottle after the free copies	FSMA Rates after the Guarantee period

\* The supplier will maintain the machine without charging any thing from the Ministry during period of guarantee

\*\* The supplier will maintain the machine without charging any thing from the Ministry till the limit of free copies is crossed and also supply toner free of cost during this period.

Name & Signature of the  
Authorized signatory of the firm