

F.No.D-25018/1/2010-Genl.I
Government of India
Ministry of Social Justice & Empowerment

Shastri Bhawan, New Delhi
Dated: 8th December, 2010

To

As per list enclosed

Sub:- Invitation of quotation/rate for Fax machines on buy back of Fax Machine (Model No.-regarding.

Sir/Madam,

I am directed to invite sealed quotations from authorized dealers/distributors (a copy of valid certificate to be enclosed) or Manufacturers for supply and installation of Fax machines for this Ministry, as per specifications detailed below:

<i>S.No.</i>	<i>Details</i>	<i>Rates</i>	<i>Buyback price of FAX Machine Model No.</i> <i>i. Canon MP600P</i> <i>ii. Canon L220</i> <i>iii. Panasonic 907</i>
1.	Fax machine (plain paper) with telephone handset, display unit and inkjet printing having fast transmission speed (14400bps) and a high fax printing resolution (350x360 dpi) inbuilt answering machine and speakerphone. Automatic paper handling, memory reception, and multiple delay transmission, 20 sheets auto document feeder and with its fax memory of 60 pages and 100 sheet paper capacity.		

Terms and conditions for tenders are as follows:-

- i. Quotations with detailed features and price of equipment including installation in sealed envelope addressed to Under Secretary (Admn.), Ministry of Social Justice & Empowerment, may be dropped in the Tender Box kept at the Information and Facilitation Centre (Garage No.8) of this Ministry at Gate No.3, Shastri Bhawan, New Delhi-110001 by 3.00 PM on 16.12.2010. The quotations will be opened on the same day i.e. on 22.12.2010 at 4.00 PM in Room No.623A, A-Wing, Shastri Bhawan, New Delhi in the presence of

- tenderers or their authorized representatives who may wish to be present at the time of opening of the tender.
- ii. Quotations received after the stipulated date and time due to any reason whatsoever including postal delay shall not be considered.
 - iii. Earnest Money of Rs.5000/- in the form of Account Payee DD, Banker's cheque or a Bank Guarantee in favour of DDO, Ministry of Social Justice & Empowerment may be furnished alongwith quotations.
 - iv. The earnest money of the firm whose quotations are not accepted shall be released without interest within a period of one month after final decision on tender is taken. The earnest money of successful bidder will be returned without interest after the submission of performance security for an amount of 5% of the value of the contract.
 - v. The Ministry reserves the right to accept or reject any/all quotations without assigning any reason, whatsoever.
 - vi. Rate(s) should be quoted both in words and figures. Conditional bid will not be accepted under any circumstances. There should not be any erasing or overwriting or use of fluid on the rates quoted, otherwise such tenders shall be liable to be rejected.
 - vii. If VAT and/or any other tax is payable in addition to the rates quoted it shall be specifically mentioned. Otherwise it will be presumed that the rates quoted are inclusive of all taxes.
 - viii. The items shall be supplied within three days from the receipt of the supply order.
 - ix. No advance payment will be made by the Ministry.
 - x. The Ministry may finalize the Tender and award the contract without any negotiations, if it is satisfied with reasonableness of the lowest offers. Therefore, the Bidders are advised to quote lowest possible rates in the first instance only.
 - xi. The items machines should be of reputed brand.
 - xii. If any defect is found in such items, the firm will be fully responsible to get it replaced from the manufacturing company, free of cost, within three working days.

Yours truly,

(Vinod Kumar Sharma)
Under Secretary to the Govt. of India