

F. No. 21/2/2009-Genl.Admn.  
Government of India  
Ministry of Finance  
Department of Disinvestment

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Block No. 11 & 14. CGO Complex,  
Lodi Road, New Delhi.

Dated 19<sup>th</sup> February, 2010

**NOTICE INVITING TENDER**

To

As per list attached

Subject: Quotation for Comprehensive Services & Maintenance Contract (CSMC)  
for Fax Machine - regarding.

Dear Sir,

I am directed to invite sealed quotations for annual Comprehensive Services & Maintenance Contract (CSMC) for Fax Machine of this Department. The make/specifications and the numbers of machines possessed by this Department are as under:-

S. No.	Make	Model/ Specification	quantity
1.	Fax Machine	Samsung	3
2.	Fax Machine	Canon	2

2. The award of contract will be subject to the following terms & conditions:  
Only those registered firms having a valid TIN No. are eligible to furnish the tenders.
  - (i) Desirous firms may submit quotations duly completed and signed to the undersigned latest by 3.00 P.M. of 5<sup>th</sup> March, 2010. The quotations will be opened at 4.00 PM on same day in Room No. 209, Block No. 11, CGO Complex, Lodhi Road, New Delhi. You or your representative may be present at the time of opening of quotations, if so desired.
  - (iii) Representative of firms may inspect the systems on any working day.

- (iii) Desirous firms must have established experience in the maintenance. Prospective firms must have proven experience of maintenance of similar systems and other items at least 5 locations during the last three years.
- (iv) The firms must have their own maintenance and support infrastructure situated in New Delhi.
- (v) No Earnest Money is required to be deposited. However, the successful bidder has to furnish a Security Deposit Rs. 5000/- (Rupees five thousand only) in the form of Bankers cheque or Demand Draft in the favour of Drawing & Disbursing Officer, Department of Disinvestment. The Security Deposit shall be refunded on completion of the contract. No interest shall be payable on the Security Deposit. The Security Deposit shall be liable to be forfeited in case the firm fails to comply with the terms & conditions contained herein.
- (vi) Only such work as can not be carried out in the office premises will be allowed to be done outside the office premises and no extra charge will be paid for that.
- (vii) Payment will be released quarterly on prorata basis upon rendering of satisfactory services.

3. This notice is being simultaneously placed on the website of the Department [www.divest.nic.in](http://www.divest.nic.in) . Interested firms may also submit the tender in response to the publicity made in website. The format can be downloaded from the website.

(Narendra Singh)  
Under Secretary (Admn.)  
Tel: 24368039

Copy to: Sr. Systems Analyst, NIC, along with soft copy, with the request to upload this Notice Inviting Tender in the website of this Department in a downloadable format and retain it therein for 15 days.

