

**PRASAR BHARATI**  
**(INDIA's PUBLIC SERVICE BROADCASTER)**  
**DOORDARSHAN KENDRA : MUMBAI : 30**

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No. 41(1)2014-15/A-II/DKM/

Date: 18.08.2022

Sub: Comprehensive Annual Maintenance Contract (CAMC) for 9 nos. Canon Digital Photocopier Machine and 1no. of Kyocera Multifunction Machine.

Sir/Madam,

Sealed quotations are invited from reputed vendors for Comprehensive Annual Maintenance Contract (CAMC) for the 9 (Nine) nos. Canon Digital Photocopier Machines and 1 no. of Kyocera Multifunction Machine installed at Doordarshan Kendra, Worli, Mumbai – 400 030.

You may inspect the machines and details can be collected on any working day between 2.00 pm to 5.00 pm before submitting your tender.

You may submit your tender in a sealed cover superscribed as “Tender for the Annual Maintenance Contract (AMC) for Canon Digital Photocopier Machines” addressed to The Dy. Director General (E), (By name : Shri Ramaswamy Iyengar, Administrative Officer) Doordarshan Kendra, P.B. Marg, Worli, Mumbai – 400 030. The sealed quotations should reach Doordarshan Kendra, Mumbai on or before **29-08-2022** by **1.00 pm** to be opened on the same day at **4.00 pm** in the undersigned's room on **29-08-2022**, in the presence of such tenderer's who may wish to attend. Tenders received after the due date/time will not be entertained.

The details of machines are given below:

Sr. No.	Location	Make/Model
1	ADG (P) (WZ) Office, 7 <sup>th</sup> Floor ASF Building	iR-2022N Canon
2	PA to ADG (P), Ground Floor, Old Building	iR-2016J Canon
3	PEX (Cord), 1 <sup>st</sup> Floor, Old Building	iR 2018N Canon
4	Agriculture Section, 1 <sup>st</sup> Floor Old Building	iR 2420L Canon
5	News Section, 4 <sup>th</sup> Floor, ASF Building	iR 2206L Canon
6	Engineering Section, 1 <sup>st</sup> Floor Old Building	iR 2016J Canon
7	Programe Billing, 1 <sup>st</sup> Floor Old Building	iR2420L Canon
8	Presentation Unit (P U) Section, 1 <sup>st</sup> Floor ASF Building	iR2002N Canon
9	Accounts Section, 8 <sup>th</sup> Floor, ASF Building	iR2002N Canon
10	Administration Section, 7 <sup>th</sup> Floor, ASF Building	TA-3011i Kyocera

**TERMS & CONDITIONS FOR AWARDING MAINTANENCE CONTRACT FOR PHOTOCOPIER MACHINES :-**

- 1) The contract will be for a period of 12 (twelve) calendar months.
- 2) O.E.M. Authorisation Certificate should be enclosed alongwith the quotation.

- 3) The intending bidders should have a minimum of two years experience in field for Annual Maintenance Contract (AMC) of Photocopier Machines, duly supported by documentary evidence as regards competence and goodwill. The firm should have adequate qualified manpower having experience in the field.
- 4) If the services are found not satisfactory, the contract will be terminated by giving one month notice without assigning any reason. However, service provider can terminate the contract at any time by giving three months notice in writing.
- 5) Rates are to be quoted for comprehensive contract. The details of parts/consumable items being provided under contract should be quoted and only genuine spare parts will be accepted.
- 6) There should no overwriting and all correction in the rate should be attested with full signature by the tenderers.
- 7) If there is any loss due to negligence of engineer, it will be adjusted/recovered from the firms bills.
- 8) The maintenance of machines i.e. Inspection, Checking, Monitoring & Servicing should be carried out on monthly basis. In case of any breakdown, the same has to be attended immediately free of cost, the records for which in the form of vendor's call report is to be maintained.
- 9) GST and other Taxes/Duty may please be mentioned clearly in the quotation failing which no such tax/duty will be paid or allowed later on. GST No. /PAN No. should be clearly mentioned in the quotation.
- 10) Payment for the Annual Maintenance Contract will be made on monthly basis on submission of bills in duplicate. There will be no advance payment for the services. The payment will be made through NEFT only. TDS if any will be deducted from the bill.
- 11) The Dy. Director General (E), Doordarshan Kendra, Mumbai reserves the right to reject any or all the tenders without assigning any reasons.
- 12) In case of services provided by the vendor are found satisfactory, Dy. Director General (E), Doordarshan Kendra, Mumbai reserves the right to extend the AMC for the subsequent period on the mutually agreed terms and conditions.
- 13) No person directly or indirectly connected with Govt. Service, should submit the tender for above mentioned subject. If at a later date it is noticed, that any of the successful tenderer is directly or indirectly connected with Govt. Service, the contract between this office and such tender will be terminated without any further notice.

Yours faithfully,

(Ramaswamy Iyengar)  
Administrative Officer  
For Dy. Director General (E)/HOO