

OFFICE OF THE COMMISSIONER OF INDUSTRIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
'UDYOG SADAN', 419, FIE, PATPARGANJ, DELHI - 110092.

F.No.223/DCI/FM/CT/17-18/ 24-28

Dated:- 05/06/2017

To,

- 1.M/s Galaxy Telecommunication, 48, DSIDC, Kotla Mubarakpur, New Delhi:110003.
- 2.M/s Achievers India, 14/5, Kalkaji, New Delhi.
- 3.M/s Heamons Systems , B-31A, IInd Floor, Kalkaji, New Delhi.
4. Dy. Commissioner of Industries (Computer), Industries Department, G.N.C.T. of Delhi for web based publicity on department website.
5. Notice Board of the Department.

Sub:- Sealed quotation are invited from the reputed Firms for the AMC Services of TOSHIBA Multifunctional Machine (e-Studio-357).

The following Terms and Conditions must be followed while submitting the quotation te terms and condition of the quotation as follows:-

1. Sealed quotations are invited to accord the contract for the AMC Services of TOSHIBA Multifunctional Machine (e-Studio-357). The form should be dully signed by Prop/Partner/Director of the firm with rubber stamp and will be addressed to Commissioner of Industries, Govt. Of NCT of Delhi, IVth Floor, Udyog Sadan, 419, FIE, Patparganj Delhi-110092. The time for submission of complete quotation is by 13.00 PM on 27.06.2017 in a sealed cover having reference no. of this letter written on the envelope, along with the item for which the quotation is submitted. The quotation will be opened at 15.30 pm on the same day in the office of Deputy Commissioner of Industries(Complaint Cell) IVth Floor, Deptt. Of Industries, GNCT of Delhi, UdyogSadan, 419, FIE, Patparganj Delhi-110092.
2. That the service is to be provided at Office of Commissioner of Industries, Govt. of NCT of Delhi, IVth Floor, Udyog Sadan, 419, FIE, Patparganj Delhi-110092.S
3. In case of any default by the company i.e. if the company is not able to provide proper service or in any case of any complaints from users, the contract may be terminated on a short period notice. Lit is clarified that the complaints from user which include not attending the phones or not adhering to the time schedule strictly, then the performance security shall be liable to be forfeited.
4. Normally service Engineer would inspect the machine every week but depending on emergency his service may requisitioned for the entire day including Saturday ,Sunday and even holiday.
5. Under AMC Company will supply us services, spares and necessary repair in the machine without any additional charges.

Contd.....P/2

Quotation letter

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6. If the machine is idle beyond 48 hours after lodging the complaint a sum of Rs. 500/- per day will be charged as penalty from company.
7. The successful tenderer has to deposit the performance security of @ 10% of contract value in the form of Demand Draft/Banker's Cheque/ Bank Guarantee in the favor of Commissioner of industries having validity till 60 days after completion of contract.
8. If performance is found unsatisfactory, then company will be given a written notice to improve within a fortnight failing which the contract will be terminated without making any further reference and the amount of AMC paid to you will be liable to be recovered.
9. No extra payment will be made on account of transportation if machine require the repair at your workshop.
10. The firm should quote the proof of VAT registration, Service Tax registration Income Tax clearance certificate etc. and also quote rates inclusive/exclusive of all taxes /duties for destination.
11. The payment would be made half yearly after observing the satisfactory performance of company at Office of Commissioner of Industries, Govt. Of NCT of Delhi, Udyog Sadan, 419, FIE, Patparganj Delhi-110092.
12. The rates should be valid for One year from the date of opening the quotation.
13. That you will submit the bills, in triplicate, along with satisfaction service report from all branches to the Caretaking branch.
14. That in no circumstances the 'original' document of the department shall be given to any unauthorized person/outsider and taken out from the premises of the department.
15. That in case of dispute, matter will be referred to arbitration for settlement, by the Commissioner of Industries and his decision will be final and acceptable to both parties.
16. That you have to execute a formal agreement with the department within a month of this letter.
17. The firm/Tender should be registered Value Added Tax/Sales Tax Department, having proper service tax No. and should be Income Tax Payee. /PAN No. / TIN etc. Attested photocopies of the Sales Tax/VAT registration and Income Tax Number should be attached with quotation. Without Sales Tax Registration Certificate and Income Tax Number shall be rejected out rightly.


(Vinod Kumar)

Dy. Commissioner of Industries (FM)