

DIRECTORATE OF FILM FESTIVALS
(Min of I & B)

Sirifort Auditorium Complex
Gate No -1, August Kranti Marg
Khel Gaon, New Delhi-110049
No.36/12/2009 -FFD
Dated 20/2/2013

Subject:-Quotation for AMC of Photocopier Machines installed at the
DIRECTORATE OF FILM FESTIVALS for the period from
15-05-2013 to 14-05-2014.

Sir,

Sealed quotations are invited from authorized Repair & Services Centers of Canon for award of Annual Maintenance Contract of photocopier Machines installed at DIRECTORATE OF FILM FESTIVALS for a period of one year i.e. from 15-05-2013 to 14.05-2014. as per details given below. A copy of authorization from M/s Canon India Pvt. Ltd. may be enclosed without which the quotation will not be accepted.

S.No	Location	Model of Machine
1	DIRECTORATE OF FILM FESTIVALS (Min of I & B) Sirifort Auditorium Complex Gate No -1, August Kranti Marg, Khel Gaon New Delhi110049	Canon Model No 2022n Machine No MZZ-03606 Date of Purchase – Sept 2009

Tender documents can be collected from the Directorate of Film Festivals on any working day between 10.30 A.M to 5.00 P.M., with prior appointment form Dy. Director (Admn) till 5th March 2013. The cost of tender documents Rs.1000/- (Demand Draft/Pay order) in favour of Pay & Accounts Officer (MS) Ministry of I&B Shastri Bhawan New Delhi.

The Tender document can also be downloaded from Directorate's website-www.dff.nic.in. The downloaded document should be accompanied by Demand Draft/Pay order of Rs.1000/- in favour of Pay & Accounts Officer (MS) Ministry of I&B Shastri Bhawan New Delhi. The quotation duly filled in & completed in all respect should be dropped in "Tender Box placed in office of the Directorate of Film Festivals (Administration) New Delhi latest by 26-03-2013 (3.00 p.m.) which will be opened on the same day at 3.30 p.m.

TERMS AND CONDITIONS

1. The quotation must be addressed to the Director, Directorate of Film Festivals Min.of I&B Sirifort Auditorium complex August Kranti Marg New Delhi-110049 and should be accompanied by an Earnest Money Deposit (EMD) of Rs.10, 000/- by a Demand Draft/Pay Order drawn in favour of "Pay & Accounts Officer (MS), M/o I&B, Shastri Bhawan, New Delhi" The quotation without the DD/Pay Order will be summarily rejected. D.D. / Pay order of unsuccessful bidders shall be returned after the award of the contract and the EMD of the successful bidder(s) will be converted into security deposit.
2. The bidders should attach copies of documents in support of experience list of clients and TIN/VAT/PAN and Service tax numbers without which the quotation shall not be accepted.
3. Vendors should have minimum 5years experience in the field for Annual Maintenance Contract (AMC) for Repair and AMC of Photocopy machines.
4. The contract shall be on a comprehensive service maintenance agreement basis and no extra charges for any general wear and tear/spare parts, consumables i.e. ink tonner etc shall be borne by the Directorate. Only paper and power shall be provided by the Directorate. It will be the responsibility of the contractor to keep the machines in perfect working order. The repair work will have to be carried out at the location of the equipments except in the exceptional circumstances, where the equipments or any component may be required to be taken out for repair in workshop. In such cases, a standby arrangement shall have to be made by the contractor and in no way working of photocopying machines shall be held up for want of standby arrangements.
5. The rates may be quoted per copy and taxes if any may be indicated separately.
6. Acceptance or rejection of the tender will finally rest with the Directorate. The Directorate reserves the right of rejecting any tender without assigning any reason.
7. Monthly payments will be made to the Contractor after having necessary certificate from the user Departments for rendering satisfactory services to the Directorate.
8. The rates quoted and agreed to by the Directorate shall remain valid for a minimum period of 1 year and no increase will be granted during the validity of the current agreement. The contract may be extended for another year if the services are found satisfactory.

9. In case a call is not attended by the Contractor in a reasonable time, penalty to be decided by the Directorate will be levied upon the Contractor after due verification from the user/department.
10. If any of the terms or conditions provided herein or any direction(s) issued by the Directorate is not complied with or contractor is found to have committed any breach thereof, the Directorate will be at liberty to terminate the Contract.
11. In case of any dispute between the Directorate and contractor, the matter will be referred to the arbitrator appointed by the Director, Directorate of Film Festivals and decision of the arbitrator shall be final and binding on both the parties

(Rizwan Ahamd)
Deputy Director (Admn.)