

FOR NOTICE BOARD

DELHI URBAN SHELTER IMPROVEMENT BOARD
OFFICE OF THE EXECUTIVE ENGINEER
RANA PARTAP BAGH, DELHI-07

NIQ NO. 7/EEC-11/DUSIB/2016-17/D- 968

DT.: 08/12/2016

NOTICE INVITING QUOTATIONS

Sealed spot quotations on Item rate basis are hereby invited on behalf of Delhi Urban Shelter Improvement Board by the Executive Engineer C-11, for the work mentioned below. The quotations should reach in the office of the undersigned on or before 15.12.2016 up to 3.00 PM. and the same shall be opened on the same day at 3:30 PM in the office of Executive Engineer C-11/ DUSIB, Rana Partap Bagh in the presence of quotationers or their representatives.

NOW:- Supply & Installation of rental photocopier Machine (Digital) in the office of S.E-4 at Rana Pratap Bagh, Delhi.

Time: -One Year

SPECIFICATIONS: -

Photocopier machine of approved make digital should be capable of following requirements

Speed: - 33 copies per minute

Zoom facility -25% - 400%

Scanning, Printing, Automate set making, Maximum size A-3, RADF facility,

Net working printing facility, Data saving facility


Terms & Conditions: -

1. Photocopy paper shall be supplied by the department.
2. Ink/Tonner shall be provided by the agency/ firm throughout the period at his cost.
3. The machine shall also be attached with the Computer for the purpose of taking out print.
4. The cost of maintenance/ wear and tear or any defect shall be exclusively borne by the Agency.
5. The Executive Engineer, C-11 (DUSIB) reserves the rights to cancel the above said agreement at any stage of work without assignment any reason.
6. The complaint regarding non-functioning of the photocopier machine shall be attended/ rectified within 24 hours and machine should be in proper working order failing which necessary recovery shall be made.
7. The Departmental staff will be trained by Agency as and when required to operate the machine without any extra cost.
8. If any tax/ service charge levied by the Govt. will be borne by the department but other statutory taxes like Income Tax, VAT etc. shall be borne by the Agency.
9. No extra charges shall be paid except for the rates quoted.
10. In case of any fire break out the department shall not be responsible for any kind of damage to the machine
11. The agency shall arrange a routine visit of the service engineer every fortnight for the proper up keep of machine
12. The rates quoted by the agency shall be for a photocopy of upto 15000 nos. papers per quarter i.e. 3 months. However the agency may quote the rates for additional papers.
13. In case the rates quoted by the bidders remains the same/ tie up the first party shall have the right to accept the rates of any bidder on merits.
14. The payment shall be made after the completion of every 3 months & subject to submission of bill by the agency.
15. No extra payment shall be made to the agency in case of any emergency service, if required by the department during the entire period of the machine.

Copy to: -

1. S.E-4 for information please
2. Dy. Dir (System) with the request to upload the NIQ on DUSIB website.
3. Head Clerk (to place on Notice Board)
4. Office copy


EXECUTIVE ENGINEERC-11


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