

F.No.7/1/2017- OAS  
Government of India  
Press Information Bureau  
(Office Automation Section)

.....

Shastri Bhawan, New Delhi  
Dated: 23<sup>rd</sup> February 2018

**Notice Inviting Tender**

Subject: Full Service Maintenance Agreement (FSMA) for Photocopier Machines installed in Press Information Bureau, New Delhi.

...

Sealed Tenders are invited in **two bid system** for the award of Full Service Maintenance Agreement (FSMA) including all spares & consumables like Toner, Drum Kit, Fuser Kit, Exposure & Heater in genuine (except paper and power supply) for photocopy machines installed in Press Information Bureau located at Shastri Bhawan, National Media Centre and Information Centre, New Delhi for a period of one year after awarding the contract/work order. Description of photocopy machines installed in PIB, Shastri Bhawan and National Media Centre, 7-E, Raisina Road, New Delhi are given below with terms and conditions enumerated in following paragraphs.

2. At present the Photocopier Machines in the Bureau which are to be covered under FSMA are of Toshiba and Canon make. The number of machines would vary from time to time. If new machines are purchased in the Bureau, after expiry of warranty period, rates of these photocopy machines will be taken on the basis of rates quoted for similar make of machines and rate. It will be the responsibility of the company to provide genuine OEM (Original Equipment Manufacturers) spare parts / toner of the machines, etc. and to keep them in proper working condition. The present list of photocopier installed in PIB Hqrs is placed at **Annexure-III**.
3. The Bidder shall quote the rate on **per copy basis** which must be inclusive of all taxes/ charges i.e maintenance/ repair/ replacement for all spares & consumables like Toner, Drum Kit, Fuser Kit, Exposure & Heater in genuine (except paper and power supply) throughout the contract period. Under FSMA contract, per Machine charges will be paid to the selected company on monthly basis upon submission of supporting documents indicating details of number of copies made machine-wise/preventive servicing. A penalty of Rs.100/- per day for not providing toner and Rs.300/- per day in case the down time of a machine exceeds 24 hours would be charged. **It may be duly noted that separate rates must be quoted for 'Color' and 'Black & White' Photocopiers (Annexure-II).**
4. The technical / financial bid should be in two separate covers with technical bid mark as "TECHNICAL BID" and financial bid proposed be marked as "FINANCIAL BID" and both these envelopes shall be put in another bigger envelope super subscribed "Full Service Maintenance Agreement (FSMA) for Photocopier Machines installed in PIB-Hqrs."

....2/-



