To:

Sir,

Sub:- Submission of Quotation for Comprehensive Annual Maintenance Contract of the Konica Minolta photocopier machines – reg.

Central Silk Board, Bangalore invites sealed bids for undertaking Comprehensive Annual Maintenance Contract in respect of the Konica Minolta photocopier machines of this office. The details of machines are as detailed below:-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars</th>
<th>Date of purchase</th>
<th>Machine No.</th>
<th>Installation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Konica Minolta BH 215</td>
<td>20-01-2016</td>
<td>BH 215</td>
<td>2nd Floor Store Section</td>
</tr>
<tr>
<td>2</td>
<td>Konica Minolta 367</td>
<td>31-10-2017</td>
<td>BH 367</td>
<td>3rd Floor Accts Section</td>
</tr>
<tr>
<td>3</td>
<td>Konica Minolta BH 367</td>
<td>07-03-2017</td>
<td>BH 367</td>
<td>5th Floor Establishment Section</td>
</tr>
<tr>
<td>4</td>
<td>Konica Minolta BH 215</td>
<td>16-12-2015</td>
<td>AD-509</td>
<td>5th Floor JS [TI]</td>
</tr>
<tr>
<td>5</td>
<td>Konica Minolta BH 283</td>
<td>11-02-2014</td>
<td>A1VF041106150</td>
<td>5th Floor M.S. PA Section</td>
</tr>
<tr>
<td>7</td>
<td>Konica Minolta BH 306</td>
<td>13-03-2019</td>
<td>BH 306 A8A1041</td>
<td>6th Floor Law Section</td>
</tr>
</tbody>
</table>

**TERMS AND CONDITIONS:**

1) The quotation should be addressed to the Member Secretary, Central Silk Board, Ministry of Textiles, Govt. of India, CSB Complex, BTM Layout, Hosur Road, Post Madiwala, Bangalore 560 068. The envelope containing quotation should be duly superscribed “Quotation for undertaking Comprehensive Annual Maintenance Contract in respect of photocopiers of Konica Minolta.”

2) The Quotations should be accompanied with an EMD amount of Rs.5,000/- (Rupees five thousand only) drawn in the form of Demand Draft in favour of the Member Secretary, Central Silk Board, Bangalore. The quotation received without EMD will summarily be rejected. The EMD amount will be returned to the unsuccessful bidder. The EMD amount will not carry any interest. However, the EMD of successful bidder will be retained and the same will be returned after submission of performance security deposit/ performance security guarantee.
3) The last date of submission of the quotation is **25-02-2020 up to 3 PM** and will be opened at **3.30 PM** on the same day in the presence of the respective dealer or their authorized representatives who wants to be present. Late and delayed quotations will not be accepted in any case.

4) Rate should be quoted for comprehensive & non comprehensive AMC and GST should be indicated separately.

5) No advance payment will be made to the supplier/dealer. However, the payment will be released on quarterly basis. The bill may include the dates of monthly visit and the signature of the sectional in-charge in the said reports.

6) The successful bidder will undertake the services of the machines at the CSB premises Madivala, Bangalore

7) The rates quoted for undertaking the Comprehensive Annual Maintenance of the photocopiers should be valid for a period of at least 1 year from the date of execution of the contract.

8) The successful bidder has to visit this Office for the maintenance of the photocopiers on monthly basis apart from any breakdown call, as and when required and within 2 days of call the same shall be attended without fail.

9) Spare parts required to keep the photocopiers in running condition, will be supplied by the same will be the original parts of make of respective machine only, failing which the bill will not be entertained in any case.

10) Copy of the authorized dealer certificate issued by the Konica Minolta should be submitted/enclosed with the quotation.

11) The rates quoted for each photocopier, i.e., against the machine names, Nos., models should not be changed in any case.

12) There should not be any damages to the machine caused during the annual maintenance contract.

13) The details of consumables included under CAMC shall be clearly spelt out.

14) The Member-Secretary, Central Silk Board, Bangalore reserves the right to accept or reject any or all the quotations either in part or full without assigning any reason(s) thereof.

Yours faithfully,

SD-
[R.S.GUNASEELAN]
ASSISTANT DIRECTOR [A&A]

_✓_ Copy to the Deputy Director (Computer), Central Office, CSB, Bangalore is hereby requested to upload the tender document in Central Silk Board Website, and also in e-procurement under intimation to store section.

[Signature]
[R.S.GUNASEELAN]
ASSISTANT DIRECTOR [A&A]