

Copy to: (1) S.O. (Estb. Section), Ministry of Petroleum & Natural Gas
in website (PNG).
Sr. Accounts Officer
(Rajiv Kumar Srivastava)
regarding to upload



- 1) The contract shall be comprehensive in nature, i.e. the rates quoted will cover the maintenance and cost of the all spare parts except consumables, plastic parts, printer bands, fuser assemblies, roller of printers, printer head etc.
- 2) All complaints shall be attended to on the same day on which they are reported.
- 3) Preventive maintenance of all printers shall be done at least once in a month.
- 4) Only genuine parts shall be used.
- 5) The Terms of payment : on quarterly basis.
- 6) A fall clause quoting those rates shall not be more than the other identical work under taken in other Department/ Ministry.
- 7) The printers should be inspected/ repaired in Shastri Bhawan only. In exceptional cases when the machine requires to be taken out of the office, no freight charges shall be made by the office.
- 8) In case of award of contract/ job order, an amount of Rs.2500/- (Rs. Two thousand & five hundred only) towards security shall be furnished.
- 9) The contractor shall have the experience in handling the successfully AMC of Govt.

Terms & Conditions of AMC:-

S.No.	Particulars	Quantity
1.	Laser Jet Printers	9
2.	MEP Printers	2

Sealed Quotations are hereby invited for the maintenance of printers installed in office of Pay & Accounts Office, M/o Petroleum & Natural Gas, Shastri Bhawan, New Delhi for a period of One year by 3PM on 09.05.22 as per following terms & conditions mentioned below. Quotations will be opened at 3.30 PM on 13.05.2022

NOTICE INVITING QUATATION

Dated- 4.05.2022

No.PAO/PNG/AMC/2014-15/68
Government of India
Principal cum pay & Accounts Office
Ministry of Petroleum & Natural Gas
New Delhi- 11001