

**No. PAO/PNG/AMC/2022-23/198**  
**Government of India**  
**Principal cum Pay & Accounts Office**  
**Ministry of Petroleum & Natural Gas**  
**New Delhi – 11001**

**Dated: 04.07.2022**

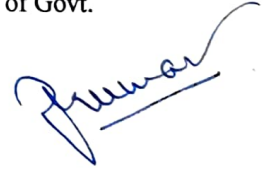
**NOTICE INVITING QUOTATION**

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 the period of one year by 3AM on 09.07.2022 as per following terms & conditions mentioned below. Quotations will be opened at 3.30 PM on 09.07.2022.

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

**Terms & Conditions of AMC:-**

1. The contract shall be comprehensive in nature i.e the rates quotes will cover the maintence and cost of the all spare parts except consumable, plastic parts, printers 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.



**(Rajiv Kumar Srivastava)**  
**Senior Accounts Officer**

Copy to: (1) S.O. (Estb. Section), Ministry of Petroleum & Natural Gas requesting to upload on Website of PNG.