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CENTRAL BOARD OF SECONDARY EDUCATION

*(An Autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi-110092*

The Board intends to enter into the AMC of fax machines of the models mentioned vide annexure - 'A' initially for a period of one year. You are, therefore, requested to quote your lowest rates in annexure 'A' along with EMD of Rs. 2000/- in the shape of DD in favour of the Secretary, CBSE, Preet Vihar, Delhi-92 for the AMC of fax machines along with terms and conditions.

The envelope superscribed "LIMITED TENDER FOR AMC OF FAX MACHINES" in a sealed cover may be put in the tender box kept near security counter at ground floor latest by 09.02.2009 up to 2:30 P.M positively. The sealed quotations will be opened on the same day at 3:00 P:M in the office of the CBSE in the presence of the representatives of the agencies, who may like to be present.

Deputy Secretary (Admn.II)

ANNEXURE-A

S.No.	Make/Model	No. of fax machine	Rate quoted for comprehensive AMC inclusive of all taxes and spare parts (except consumable)	Name of parts included in AMC	Name of parts not included in AMC
01	HP Laser Jet 3050/2007	02			
02	Canon/2008	01			
03	Canon B-820/2007	01			
04	HP psc 2410 Photosmart	01			
05	Samsung SF565P	01			
06	Samsung SF 5100 P	01			
07	Canon Jx201/2007	01			
08	Samsung SF 3100	01			
09	HP B01SB-0405-04	01			
Total Machines		10			

Authorized Signatory

Name & Stamp of Agencies_____

Mobile No._____

Telephone No._____

Terms & Conditions for AMC of Fax-Machines

1. The quotation is required to be sent in a sealed envelope. The envelope shall be superscribed "**Limited Tender for AMC of Fax Machine**".
2. Earnest money of Rs. 2000/- shall be deposited through Bank draft in favour of the Secretary, CBSE, Preet Vihar, Delhi payable at Delhi.
3. The earnest money will be forfeited if firm backs out after submission of quotation or withdraws from the contract.
4. The secretary of the Board reserves the right to accept any quotation or reject it entirely without assigning any reason.
5. The Chairman of the Board reserves the right to terminate the contract at any time without any notice and forfeit the earnest money in case of unsatisfactory services of the concerned vendor.
6. The increase in rates will not be allowed during the contract period and taxes shall be deducted as per rules.
7. The number of machines can be increased / decreased depending on the requirement of the office and non-stop work has to be ensured. Standby arrangement will be made so that there is no disruption in office work.
8. No transportation charges will be paid by the Board.
9. Any dispute arising out of this contract, the court in Delhi shall have the jurisdiction.

The above terms and conditions are acceptable to us

Authorized Signatory_____

Name & Stamp of Agency_____

Mobile No._____ Telephone No._____