Subject: Outsourcing of branded new Photocopier Machines on rental basis

Tender for outsourcing of branded new Photocopier Machines on rental basis for Admin Units was published in the month of October 2020. The L1 party i.e. M/s. Continental Photocopier, 83, Shyam Lal Road, Daryaganj, New Delhi-110 002 has been awarded the contract initially for one year, extendable for one more year depending on satisfactory performance.

As on date, there are 9 Photocopier Machines installed in different Units of Admin. Following are the T&Cs of this Contract:

1. Validity of this Contract is till 31/10/2022 which may be extended for one more year depending on satisfactory performance/ services on same T&Cs.
2. Brand new machine with all the latest features with Duplex and DADF facility will be installed.
3. These machines will be wi-fi enabled and allow the users to take print or scan a document directly from their Computers.
4. Total number of free copies offered per month/ per machine is 12000 after that charge for each additional copy will be 18 paisa only.
5. Payment of Rs.3990/- (incl. of GST) will be made on monthly basis after receiving their services.
6. Cost of repairing and maintenance will be borne by the service provider.
7. If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, Institute has full right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser’s operation.
8. If the machine is found to be substandard, refurbished, un-merchantable or not in accordance with the description/specification or otherwise faulty, Institute has right to reject the equipment or its part. The service provider will arrange to replace the machine within 2 days. In case supplier fails to replace above item as per above terms & conditions, IIT Delhi may consider “Banning” the supplier and security money shall be liable to forfeited.

Deptt./Centre interested to avail their services may contact to Sh. Anil Kumar Dhunna (Proprietor) at Mobile No.92120 07738. However, Units under Admin will need to send their request to Store Purchase Section.

For any clarification, Sh. Hariom Kumar (Sr. Asstt., Central Stores) may be contacted at 2659 7154.

(Alan V. Sinate)
Asstt. Registrar (Stores)

To,

All Heads of Deptt./Centre/Section/Unit