

No.D-11031/15/2004-COS
Song and Drama Division
Ministry of Information & Broadcasting

Soochna Bhawan, CGO Complex
Lodhi Road, New Delhi-110003

Dated 06.08.2010

Subject:- Quotation Comprehensive/Non-Comprehensive for Annual Maintenance Contract of Computers, Printers, UPS's and computer accessories.

Please furnish quotation for the Annual Maintenance Contract of Computers, Printers, UPS,s, Scanners, Multi Purpose Printers and other computer accessories installed in the office of Song and Drama Division, Soochna Bhawan, New Delhi as per details given below:-

24 COMPUTERS ALONG WITH PRINTERS, PUS,s,
Scanners,
Multi Purpose printers etc. etc.

2. The rate contract shall be valid for a period of one year subject to satisfactory service/performance from 1st September 2010.
3. Rates should be quoted both in figure and words. Cutting, overwriting, if any should be duly attested. Unattested amended/overwritten figures will not be considered.
4. Rates of Service Tax and any other Govt. Levies, if applicable and payable by the Office should be indicated clearly.
5. The last date of receipt of quotation in 27th August 2010 upto 3 P.M.. Quotation will be opened on 27th August 2010 at 4 P.M. in the office of the undersigned.
6. The rates should remain open for acceptance for at least one year from the date mentioned above.
7. The sealed envelope in which quotations are sent should invariably be marked on the top as " Quotation for AMC of COMPUTERS" and the envelop should be addressed to the Director, Song and Drama Division, Soochna Bhawan, New Delhi-03.
8. Quotation received after due date or received incomplete will not be considered in any case.
9. Director, Song and Drama Division reserves the right to reject any or all the quotations, without assigning any reasons thereof.

(Dhruva Awasthy)
Deputy Director(Admn.)