

**SHORT TENDER NOTICE : CORPORATE OFFICE/KOLKATA**

Sealed Tenders are invited from Experienced Contractors for the following services:

**Tender No.& Date**

**Brief Scope of Service**

**CORP/COMM-304/2008  
April 11, 2008**

**Full Service Maintenance Agreement (FSMA)  
for 3 nos. Modi Photo Copier Machines (Details  
at Annexure)**

- The price should be quoted per copy basis which includes preventive and corrective maintenance of photo copier machines and replacement of all defective/dysfunctional parts and accessories with equipments consumables. The service tax if any be clearly indicated.
- **Duration of the contract: 01.04.2008 to 31.03.2009.**
- Payment would be made on monthly basis on 45 days credit.
- The bidder must be having similar service contract with any Public Sector Organisation/Govt./Leading Private/Public Limited Companies and documentary evidence must be enclosed with the bid.
- The bidders must be having current A/c No. with any Bank in the name and style in which it is operating.
- The **validity** of the offer should be minimum up to **31.05.2008.**
- The Competitive offer has to be submitted in a **sealed envelop** superscribing **“Quotation for Maintenance of Photo Copies Machine”** and addressed to **The General Manager(C & M/MIS), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020.**
- The last date and time for submission of offer is up to **5:30 P.M on 21.04.2008.**
- Offers received over Fax/E-mail will not be considered.
- The company reserves the right to accept or reject the tender without assigning any reasons thereof.

**DEPUTY MANAGER(COMMERCIAL)**

## ANNEXURE

- Details of MODI Copier Machines
    - a) Model 1038 ZADF Serial No. 2901150284
    - b) Model 1025 Z Serial No. 2902255454
    - c) Model 1025 Z Serial No. 2900428238
- (All the machines are installed at Corporate Office, 9, Elgin Road, Kolkata – 20)
- The contract includes replacement of all defective parts, with supply of spares and consumables (excluding papers)
  - Preventive maintenance to be carried out twice in every month without any request from our end.
  - Corrective maintenance have to be carried out immediately or SAME DAY within 4 - 6 hours from the receipt of complaint. Replacement of defective/disfunctional parts have to be made within 24 hours of complaint.
  - The company reserves the right to check/verify the quantity and quality of material used for maintenance of the machine.
  - The response time for sending TONER for all machine shall be within 3-5 hours on receipt of requisition from our end.