



विदेश सेवा संस्थान
विदेश मंत्रालय, नई दिल्ली
FOREIGN SERVICE INSTITUTE
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

Notice Inviting Quotations

Q/FSI-Admn/872/03/2014A

18.06.2019

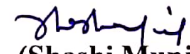
Subject: Annual Full Service Maintenance Contract (FSMC) for photocopiers at Foreign Service Institute.

Quotations are invited from reputed vendors for submitting the rates for annual Full Service Maintenance Contract (FSMC) for photocopiers installed at Foreign Service Institute, Baba Gang Nath Marg (Near Ber Sarai Market), (Opposite Kendriya Vidyalaya), New Delhi – 110067. The detail of the works is as under:

Sl. No.	Particulars	Quantity	Rate per copy per machine (Rs.)	Tax if any (Rs.)	Amount (Rs.)
1.	Annual full service maintenance contract (FSMC) for digital photocopiers covering all Service, Consumables & Spares except outer body plastic parts and man mishandling	4 Nos.			

2. Last date of submission of quotation is by 25/06/2019 by 1100hrs. Interested vendors may send their quotations in Tender Box kept at the reception of Foreign Service Institute. Prospective vendors may inspect required work to be done as listed above by visiting the FSI Complex on any working day from 1000hrs to 1700 hrs. Clarifications, if any, may be sought from the under-signed during working time. The bids will be opened on 25/06/2019 at 1200hrs. The bidders may be present during opening of bid.

3. No advance payment will be made. Payment will be made on monthly basis (per copy charges) by ECS only. The vendor shall give his bank details for ECS transfer along with triplicate copy of their invoice.


(Shashi Munjal)

Section Officer (FSI-Admin/Estt.)

Tel : 26181362

E-mail - soadminfsi@mea.gov.in

बाबा गंग नाथ मार्ग, पुराना जे. एन. यू. कैम्पस, बेर सराय, नई दिल्ली - 110 067

Baba Gang Nath Marg, Old JNU Campus, Ber Sarai, New Delhi – 110 067

Tel.: 26181248, 26181342 Fax : 26181358 Website: <http://meafsi.gov.in>