



No.: D.12-59/2017-NIB

Dated: 14.12.2017

**CORRIGENDUM-I**

**Tender for Invitation of offers from Authorised Service Centre / Agency of M/s. Canon India Pvt. Ltd., for Comprehensive Annual Maintenance Contract for Digital Multi-Functional (Colour and Black & White) Photocopiers and Photocopy machines.**

This has reference to this Institute's Tender Enquiry No. D.12-59/2017-NIB dated 04.12.2017 due for submission on 18.12.2017 for Comprehensive Annual Maintenance Contract for Digital Multi-Functional (Colour and Black & White) Photocopiers and Photocopy machines. An amendment has been incorporated in the tender which should be taken note prior to submission of bids. The details of amendments are as under:

| Clause         | Particulars as per tender  | Amended as  |
|----------------|--|---|
| II, VI (Pg. 4) | The agency has at least 5 years' experience in this field (enclose proof of documents)   | The bidder from authorised service centre / agency has at least 3 years' experience (enclose proof of documents).   |
| 17 (f) (Pg.10) | The service provider has to deliver the 02 (Two) sets of each toner/machine and 01 (one) set of drum unit/machine in advance during the maintenance contract for installation at NIB, Noida and maintain this inventory level for all emergency purposes | The service provider has to deliver one set (01) of standby Colour toner cartridge & drum unit (NPG-52) for IR Adv. C2025 & C2225 MFP and One set (01) of Black toner cartridge at key locations. If service provider requires, a suitable storage space with locking facility will be provided by the NIB. |
| 17 (g) (Pg.10) | The service provider has to perform the Preventive Maintenance of each machine once in a month and submit its copy of Service Reports along with bill during claim of monthly payment  | The service provider has to perform the Preventive Maintenance of Colour MF Photocopier machine in every 15 days (Fortnightly) and for all others machines once in a month. Service provider has to submit its copy of Service Reports along with bill during claim of monthly payment                      |
| 18 (Pg.10)     | Time of completion: Care should be taken so that the machine does not lead to major breakdown and in case the any machine goes into fault, it should be rectified with the 48 hours of complaint registered  | Ir 1600, Ir 2016J and Ir 2318L machine in End of life category, so lead time for these machines for repair may be taken as 10 days to arrange the spare parts. For other machines time of completion to rectify the fault shall remain unchanged i.e., 48 hours.  |
|                | Due date of submission of bid  | 27.12.2017 (03.00 PM)   |
|                | Due date of opening of bid   | 27.12.2017 (03.30 PM)   |

All other terms and conditions of the tender enquiry referred to above shall remain unchanged.

For Dy. Director (Admn.) i/c