

Petroleum Planning and Analysis Cell

(2nd Floor, Core-8, SCOPE Complex, 7 Institutional Areas, Lodhi Road, New Delhi 110003)

Notice Inviting Tender

Ref. No. PPAC/IT/7000/FASMA

Date: 31.08.2020

PPAC invites sealed **Limited Tender under single bid system (Price bid)** for below mentioned work:

Tender No.	Description of Work	EMD (Rs.)	Date and Time of Closing	Date and Time of Opening
PPAC/IT/7000/ FASMA	Full Service Maintenance Agreement (FASMA) contract for Ricoh Printers at Petroleum Planning & Analysis Cell (PPAC),	Rs 70307/-	21.09.2020 11.00 hrs.	22.09.2020 11:00 hrs.

In case of unscheduled holiday on opening day of Limited tender, the next working day will be treated as scheduled prescribed day of opening of tender. Time will be 11.00 hrs. and the venue will remain same.

Price bid will be opened on due date and time in presence of attending tenderers / bidders at the above mentioned address. All the bidders / tenders may be present as per schedule, no separate communication will be provided for this.

Earnest money deposit (EMD) can be paid through Demand draft/Bankers' cheque/Pay order on scheduled bank. Micro and Small Enterprises (MSEs) – registered with District Industries Centers or National Small Industries Corporation or any other body specified by the Ministry of Micro, Small and Medium Enterprises as per MSMED Act 2006, and further amendments for goods produced and service rendered shall be exempted from EMD. The Earnest Money Deposit (EMD) or the stamped copy of the exemption certificate needs to be enclosed along with tender document as applicable. Bids without Earnest Money Deposit (EMD) or the stamped copy of the exemption certificate are going to be summarily rejected.

Complete bid document in all respect shall be physically submitted in a drop box at PPAC, SCOPE COMPLEX (2nd. Floor, Core 8, Lodhi Road), before the due date and time (which is **21.09.2020, 11:00 hrs.**)

Please note that this limited tender is applicable for OEM (Minosha India Limited- Formerly Ricoh India Limited) authorized parties only. Unsolicited bids will not be considered.

Joint Director (IT)