

**Regd./Speed Post**

No.F.3 (13)/2002 - Plg/Store/  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
PLANNING DEPARTMENT  
Level 6, B Wing, Delhi Secretariat  
I.P. Estate, New Delhi - 110 002

Dated the 16<sup>th</sup> Jan. 2009

To,

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Rates of Full Service Maintenance Agreement- only click charges.**

Sir,

This department is having two photocopier machines of the make **Modi Xerox Ltd. Model WC-320** and One **Ricoh FT 4015**. These machines are in working condition .The department wants to put these machines on **Full Service Maintenance Agreement- only click charges** (which shall includes all spare parts, consumable item (except paper) and maintenance (ii) the discount of copies towards service and wastage may also be indicated clearly) for the life long period of the machine. You are requested to quote your rates for the same, stating mode of payment and terms and conditions for undertaking the job in the sealed cover sub scribed in bold letter as **'QUOTATIONS'** on the top of the envelope and be sent to the undersigned **latest by 31.1.09**.

Yours faithfully,

-Sd-  
(L.N. MEENA)  
JOINT DIRECTOR (ADMN.)

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Dated the 21<sup>st</sup> Jan. 2009

To,

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Corrigendum towards dated of submission of bids in respect of Rates of Full Service Maintenance Agreement- only click charges**

**Sir,**

With reference to this office I earlier letter NO. F.3 (13)/2002-plg/store/ 201-216 dated: 16 01-2009, regarding subject mentioned above date of receipt of said Quotations will be 03-02-08 at 3.00 P. M. instead of 31-01-09. Inconvenience in this regard is regretted.

Yours faithfully,

-Sd-  
(L.N. MEENA)  
JOINT DIRETOR (ADMN.)