

283/C

**GOVT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTEMENT OF SOCIAL WELFARE
GLNS COMPLEX NEW DELHI
(CARE TAKING BRANCH)**

F.No.74 (56)/DSW/Store/17-18/Pt. File/

Dated

To,

**M/s Standard Office Solutions Private Limited
D-1/22, Palam Extn, part-II, Sector-7
Dwarka, New Delhi-110075
(Mobile No. 9871799040)**

Sub- Work Award for Comprehensive AMC of 21 Photocopier Machine installed in this Department (make Sharp).

Sir,

This is with reference to the bid made by M/s Standard Office Solutions Private Limited against the GeM Bid No - GEM/2021/B/1130439 dated 23.03.2021 & Contract No GEMC-511687734938586 dated 14.07.2021 for comprehensive annual maintenance service of 21 nos of sharp Photocopier machine installed in various Homes/Institutions under Department of Social Welfare for a period of 01 year wef 02.08.2021 to 06.08.2022 and to inform that M/s Standard Office Solutions Private Limited has been selected as Lowest Bidder (L-1) on GeM.

The details of the photocopier machine alongwith their location is as under:

S No.	Make/Model	Location where installed
1	SHARP MX-M 452N (S.No.33000664)	Caretaking Branch (Delhi Gate)
2	SHARP MX-M 452N (S.NO.33000624)	Admin Branch (Delhi Gate)
3	SHARP AR-5618D (S.NO.33006484)	RTE Cell, Delhi Gate
4	SHARP AR-5618D (S.NO.33006234)	VAC Branch, Delhi Gate
5	SHARP AR-5618D (S.NO.33006384)	Vigilance Branch, Delhi Gate
6	SHARP AR-5618D (S.NO.33006374)	Adminsitrator (TLC), Sanskar Ashram, Dilshad Garden
7	SHARP AR-5618 (S.NO.33015734)	Old Age Home, Bindapur
8	SHARP AR-5618 (S.NO.33016424)	PS to Hon'ble Minister, DSW Delhi Secretariate, Delhi
9	SHARP AR-5618 (S.NO.33015454)	Superintendent, Nursery Primary School, Sector-IV, Rohini
10	SHARP AR-5618 (S.NO.33016144)	HCGBS, Sewa Kutir, Kingsway Camp, Delhi
11	SHARP AR 6020 (Sr No. 63012822)	DSWO (South-West), Udyog Sadan, Qutuab Industrial Area, Delhi
12	SHARP AR 6020 (Sr No. 63014162)	DSWO (East)
13	SHARP AR 6020 (Sr No. 63013942)	DSWO (South)
14	SHARP AR 6020 (Sr No. 63014122)	DD (Disability), Delhi Gate
15	SHARP AR 6020 (Sr No. 63014992)	MCU, Avantika Asha Kiran
16	SHARP AR 6020 (Sr No. 63014682)	SWPH, Ramesh Nagar
17	SHARP AR 6020 (Sr No. 63014132)	DD (Estate), Delhi Gate
18	SHARP AR 6020D (Sr No. 73002550)	DSWO (New Delhi)
19	SHARP AR 6020D (Sr No. 73002730)	DSWO (West)
20	SHARP AR 6020D (Sr No. 73002600)	DSWO (South West)
21	SHARP AR 6020D (Sr No. 73002140)	PS to Director, Delhi Gate

Abhishek
10/8/21

249/C
6/8/21

Selap
05/8/2021
Contd-2-

The service provider agency is hereby directed to inspect all the photocopier machines as mentioned above within 15 days after award of work and make them worthy for further use and submit a report to Caretaking branch duly signed work satisfactory report of proper functioning of photocopier machine. And also provide contact number to each user for further communication, in case of breakdown of photocopier machine.

Further, it is also informed that payment will be released on quarterly basis after receiving satisfactory report from the concerned officer/branch where these machines are installed.

This issue with the prior approval of competent authority.

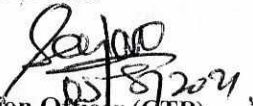

Section Officer (CTB)
Department of Social Welfare

F.No.74 (56)/DSW/Store/17-18/Pt. File/6922

Dated 06 AUG 2021

Copy to:-

1. PA to Director, Department of Social Welfare, GNCT of Delhi
2. PA to Special Director, Department of Social Welfare, GNCT of Delhi
3. PA to Special Director, Department of Social Welfare, GNCT of Delhi
4. Deputy Controller of Accounts, Department of Social Welfare, GNCT of Delhi
- ✓ 5. Computer Branch with the request to upload the order on Departmental Web-Site.


Section Officer (CTB)
Department of Social Welfare