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No.D-25013/1/2012-Ad.II
Government of India,
Ministry of Personnel, P.G. & Pensions,
(Department of Personnel & Training)

North Block, New Delhi.
Dated June 12, 2013

To

M/s Gurusons Communications Pvt. Ltd.,
109, Southex Plaza – 1,
South Extension – II,
New Delhi – 110049.

Subject :- Comprehensive Annual Maintenance Contract of Siemens Intercom Exchange of this Department.

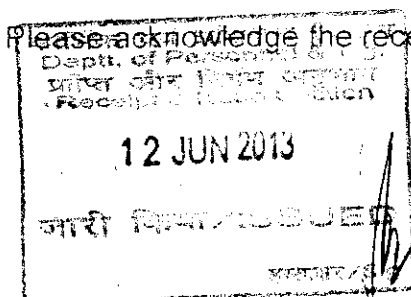
Sir,

I am directed to refer to your quotation No. GCPL/2013-14/0520/RCK dated 20.5.2013 on the subject cited above and to say that the competent authority in this Department has approved the proposal for award of maintenance contract of Intercom Exchange installed in North Block, Lok Nayak Bhawan, CGO Complex and Old JNU Campus at an expenditure of Rs.124300/- for the period from 1.6.2013 to 31.5.2014. The rate of laying cable etc would be as under :-

S.No.	Description	Quantity	Approved rate (Rs.)
1	2 Pair Cable PVC	Per meter	12.90
2	5 Pair Cable PVC	Per meter	23
3	10 Pair Cable PVC	Per meter	38
4	20 Pair Cable PVC	Per meter	58
5	50 Pair Cable PVC	Per meter	159
6	MDF 10 pair	1 set	1250
7	MDF 20 pair	1 set	2300
8	MDF 50 pair	1 set	3700
9	Rozzet for PBT	1 (No.)	51
10	25 mm channel	Per meter	20
11	38 mm channel	Per meter	30
12	Line cord Plan	1 (No.)	125
13	Rozzet for pian	1 (No.)	65

2. The terms and conditions of the contract would be same as specified in our letter of even number dated 14.5.2013.

3. Please acknowledge the receipt.



Yours faithfully,

Ashok Kumar
12/06/2013
(Ashok Kumar)
Section Officer

Telephone No. 23093904

NoD-19015/3/2006-Ad.II
Government of India,
Ministry of Personnel, P.G. & Pensions,
(Department of Personnel & Training)

North Block, New Delhi.
Dated 12th July, 2013

To

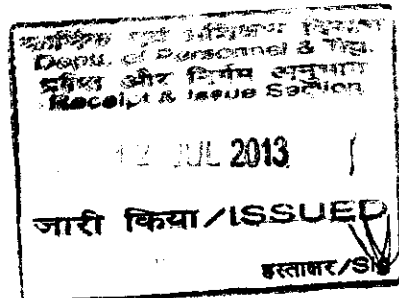
M/s Ankita Enterprises
B - 42, DDA Shed
Okhla Industrial Area Phase II
New Delhi - 110020.

Subject :- Comprehensive Maintenance contract of Minolta Model UC - 1100.

Sir,

I am directed to say that the competent authority in this Department has approved the proposal for extension of comprehensive maintenance contract for Electronic Collator Model Uchida UC - 1100 installed in the Machine Room, R & I Section of this Department, for further a period upto 30.6.2014 on the existing terms & conditions and rates i.e. at an annual expenditure of Rs.37000/- (tax extra).

2. Please acknowledge the receipt.



Yours faithfully

Ashok Kumar
12/07/2013
(Ashok Kumar)
Section Officer

Telephone No. 23093904

No. D19015/1/2013-Ad.II
Government of India
Ministry of Personnel P.G. and Pensions
Department of Personnel and Training

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North Block, New Delhi.
Dated August 1, 2013

To
M/s Quality Business Systems,
B-17/9, Krishna Nagar,
Delhi – 110051.

Subject :- Complete Service Agreement (CSA) in respect of Sharp photocopier machines.

Sir,

I am directed to refer to your quotation dated 3.6.2013 on the subject cited above and say that the competent authority has approved the proposal for award of Complete Service Agreement (CSA) in respect of following Sharp photocopier machines for a period of one year with immediately effect. Other terms & conditions of the contract would remain the same as per this Departments tender notice of even number dated 23.5.2013.

S.No.	Machine Model	Machine Serial No.	Maintenance rate Per copy (paise)	Machine operating at
1	SharpARM-205	55039137	48	AVD II Desk Hall I
2	Sharp AR 5320	63032517	48	SR Division, 330-C,
3	Sharp AR 5320	63031140	48	Estt R&R 215 A/II
4	Sharp AR5320	73040555	48	AIS. III. 209 B/I
5	Sharp AR5320	73061876	48	DS(V.III) 222 A
6	Sharp AR5320	73061366	48	Dir(V.II)10 B/II
7	Sharp AR5320	73062046	48	EO(MM-II)
8	Sharp AR 5316	73054936	48	Estt. B Desk 215-C
9	Sharp AR 5631	85020635	47	JS(Fin. Pers.)
10	Sharp AR 5631	85020655	47	JS(E)
11	Sharp ARM 258	95011351	47	JS(AT &A)
12	Sharp AR-M165	83072396	48	AVD II Hall I
13	Sharp AR – 5631	8502952 X	47	CS I Division
14	Sharp AR – 5631	95036124	47	AT Division
15	Sharp AR – 5631	95036144	47	Welfare Division
16	Sharp MX –M550U	95007765	46	Machine Room
17	Sharp MX –M550U	95000467	46	Training Division
18	Sharp AR 5516	93013430	48	AVD.II Section
19	Sharp AR 5516	9303230Y	48	AIS.II Section 209-A
20	Sharp AR 5516N	03036362	48	PS to MOS(P)
21	Sharp AR 5516	03014468	48	CR. 7 North Block
22	Sharp AR 5516	03066930	48	Estt. Reservation 282
23	Sharp AR 5516	13023644	48	AIS I, 209 C
24	Sharp AR 5516	13037974	48	DS(V.4) 222B,
25	Sharp MXM 452 N	15004276	47	Parliament/Ad III/Ad.III
26	Sharp MXM 452 N	15014417	47	Machine Room
27	Sharp AR 5516	23005121	48	Cash/Budget Section
28	Sharp AR 5516 N	23000298	48	EO(SM.III)

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2. The competent authority has also approved the proposal for purchase of consumables and repair of photocopier (S.No. 29 above) at an expenditure of Rs.10759/- (tax extra).

Yours faithfully,
Ashok Kumar
21.08.2013
(Ashok Kumar)
Section Officer
Telephone No. 23093904

No.A-12026/3/2011-Ad.III
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi,
Dated 2nd September, 2013

To

M/s. E.S.F. Securitas,
Shop No. RTF - 12, Royal Tower,
Shipra Suncity, Indrapuram,
Ghaziabad, UP

Subject: Award of contract for providing the services of Peon/ Messenger / Canteen Attendants in DOPT at New Delhi offices on outsource basis - regarding.

Sir/Madam,

I am directed to refer to your quotation No. nil dated 22/04/2013 on the subject cited above and to say that it has been decided to award the contract for providing the services of Peon/ Messenger / Canteen Attendants in DOPT at New Delhi offices for a period of **six months** w.e.f. **01.09.2013** at *Minimum wages at the rates notified by the Delhi Govt. for the category 'Matriculate but not graduate' from time to time plus EPF, ESI and Service Tax as per statutory requirements with zero administrative charge to your firm.* The terms and conditions of the contract are given below:-

- 1) All services shall be performed by persons qualified and skilled in performing such services as per the eligibility criteria indicated for each category. The service provider shall ensure that the persons supplied fulfill the required educational and skill qualifications as detailed in Annexure - I.
- 2) The persons supplied by the Agency should not have any Police records/criminal cases against them. The Agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. The character and antecedents of each personnel of the service provider will be got verified by the service provider before their deployment after investigation by the local police, collecting proofs of identity like driving license, bank account details, previous work experience, proof of residence and recent photograph and a certification to this effect submitted to this Department. The service provider will also ensure that the personnel deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such employees who are not found suitable for any reasons immediately on receipt of such a request from the Department. Documents pertaining to the selected personnel may be submitted as per Annexure-II.

- 3) The service provider shall engage necessary persons as requested by Department of Personnel & Training from time to time. The said persons engaged by the Service Provider shall be the employees of the service provider and it shall be the duty of the service provider to pay their salary every month. There is no Master and Servant relationship between the employees of the service provider and this Department and further that the said persons of the service provider shall not claim for any absorption in the Department, in future.
- 4) The persons deployed by the Service provider shall not claim any benefit/compensation/absorption/regularization of services in this Department under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be required to be submitted by the service provider to the Department, before their actual deployment in the Department.
- 5) The persons deployed by the Service Provider shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements, and administrative/organizational matters as all these are of confidential/secret nature.
- 6) The service provider's personnel should be polite, cordial, positive and efficient, while handling the assigned work and their actions shall promote good will and enhance the image of this Department. The service provider shall be responsible for any act of indiscipline on the part of persons deployed by him.
- 7) The persons deputed shall not be below the age of 18 years and they shall not interfere with the duties of the other regular or contract employees of this Department.
- 8) This Department may require the service provider to dismiss or remove/replace from the site of work, any person or persons, employed by the service provider, who may be incompetent or for his/her/their misconduct and the service provider shall forthwith comply with such requirements: The Service provider shall replace immediately any of its personnel if they are unacceptable to this Department because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving written notice from office. In case no replacement is provided **within three days** of the reporting a **penalty @ ₹ 200/-** on each day for each person shall be recovered from the bill of the contractor in addition to reduction of proportionate payment.
- 9) This department will provide photo identity Card to the persons employed by the Service Provider for carrying out the work. These cards are to be constantly displayed & their loss reported immediately to the Department.

10) The service provider shall ensure proper conduct of his personnel in office premises, and enforce prohibition of consumption of alcoholic drinks, paan, smoking, loitering without work. A penalty of ₹ 200/- on each occasion for each person shall be recovered from the bill of the contractor for each case of default.

11) The transportation, food, medical and other statutory requirements in respect of each personnel of the service provider shall be the responsibility of the service provider.

12) Working hours would be normally 8 ½ hours per day from 9.00 A.M to 5.30P.M. during working days including half hour lunch break in between. However, in exigencies of work, they may be required to sit late and the personnel may be called on Saturday, Sunday and other gazetted holidays, if required. They may be paid extra wages as per the rates approved, on pro rata basis, for working on such holidays.

13) The agency will be wholly and exclusively responsible for regular and prompt payment of wages to the persons engaged by it in compliance of all the statutory obligations under all related legislations as applicable to it from time to time including Minimum Wage Act, Employees Provident Fund, ESI Act etc. and *the Department shall not incur any liability for any expenditure whatsoever on the persons employed by the agency on account of any obligation.*

14) The firm should make timely and proper payments to the persons deployed as per the minimum wages at the rates notified by the Delhi Govt. for the category 'Matriculate but not graduate' from time to time. The payment of wages shall be made in the following manner:

- i. The firm should open bank account (s) (if already not) of every worker who is to be deployed in this Department (preferably in SBI).
- ii. Payment to the workers should be made by the firm through A/c payee cheque/ drafts (preferably through SBI).
- iii. Disbursement of the cheques in the office premises in the presence of both the parties (i.e. the firm and the Department).
- iv. Photocopies of disbursed cheque/drafts, along with proof of receipt thereof shall be provided to the Department.
- v. Bank statement of the firm after clearance of the wages cheque given to the workers along with the monthly bill for its payment.
- vi. The process of payment to the outsourced employees deployed by the firm in this Department should be completed by the 15th of the succeeding month strictly. Otherwise, it would be deemed to be a breach of terms of Contract, making Company/ Firm/Agency liable for legal action besides termination of contract.

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- 15) The firm shall open EPF & ESI accounts of all the employees deployed in this Department by them within one month of the deployment and furnish the details of the EPF & ESI of the employees to this Department immediately, thereafter. The firm shall make the EPF and ESI payments as per statutory requirements. The firm shall submit separate bill for EPF & ESI along with EPF & ESI payment statements of each individual for each month individually and only after that the amount of EPF & ESI is to be released, payment of EPF & ESI & Service tax amount is subject to the details furnished by the firm.
 - 16) The agency shall raise the bill, in triplicate, along with attendance sheet in the first/second week of the succeeding month. Department shall verify the actual payment of statutory payments periodically and if not satisfied shall withhold the payments due to the service provider in addition to other legal action. The payment will be normally released by the third week of the following month after deduction of taxes deductible at source under the laws in force.
 - 17) There shall be one **Supervisor** who will be the *liaison officer* between this Department and the Firm. He/she will iron out any discrepancy/problems between the firm and the Department. The said person should always be available to contact and must be present at office premises as and when demanded.
 - 18) No wage/remuneration will be paid to any staff for the days of absence from duty. The staff will, as far as possible, seek prior permission for any absence and in case of any exigencies, keep the officer informed, with whom posted to work with. In case of habitual absentees or absence without information, the department may sought replacement(s) and the service provider should be able to provide replacement(s) within time period stipulated in para 8 above.
 - 19) The service provider will provide the required personnel for a shorter period also, in case of any exigencies as per the requirement of the Department.
 - 20) The service provider shall provide a substitute, in advance, if there is any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the service provider.
 - 21) The service provider shall be contactable at all times and message sent by phone/e-mail/Fax/Special Messenger from the Department to the service provider shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.

- 22) This Department shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service provider.
- 23) The agency on its part and through its own resources shall ensure that the goods, materials and equipments etc. supplied to the personnel for discharge of duties assigned to them are not damaged in the process of carrying out the services undertaken by it and shall be responsible for acts of commission and omission on the part of its staff and its employees etc. If this Department suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse the loss to this Department in full. The agency shall keep the Department, fully indemnified against any such loss or damage.
- 24) This Department will maintain an attendance register in respect of the staff deployed by the agency on the basis of which wages/remuneration will be decided in respect of the staff at the approved rates.
- 25) You shall furnish a Performance security deposit equivalent to ₹ 2, 00,000/- (Rupees Two Lakhs only) in the form of an account payee demand draft drawn in favour of the " **Under Secretary (Cash), DOPT, Ministry of Personnel, Public Grievances and Pensions, North Block, New Delhi** payable at Delhi; Fixed Deposit Receipt from a commercial bank, Bank Guarantee from a commercial bank in an acceptable form; safeguarding the interest of this Department in all respects. The Performance security deposit shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. *Performance security deposit of ₹ 2,00,000/- will be forfeited in case of non-compliance of the terms of agreement by the service provider or frequent absence from duty/misconduct on the part of manpower supplied by the Agency.* The Earnest Money Deposit given by the successful bidder will be refunded on receipt of the performance security deposit.
- 26) The service provider shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of this office.
- 27) However, the agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the Agreement any amount due to the agency from this Department including security deposit shall be forfeited and also this Department shall have the right of cancellation of contract without assigning any reason.

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28) On the expiry of the agreement as mentioned above, the agency will withdraw all its personnel and clear their accounts by paying them all their legal dues. In case of any dispute on account of the termination of employment or non-employment by the personnel of the agency, it shall be the entire responsibility of the agency to pay and settle the same.

29) The Department shall levy appropriate penalty for deficiency in services or for violation of any terms of the contract. The amount of penalty may be upto 20% of the Security deposit.

30) For any dispute between the Service Provider and this Department, the legal jurisdiction will be Delhi/New Delhi.

31) If the above mentioned conditions are acceptable to the firm/contractor they should submit an acceptance letter within Ten (10) working days and the requisite manpower (48 persons) be furnished by 10th September, 2013.

Yours faithfully,

Vijay Kaushik
(Vijay Kaushik)

Under Secretary to the Government of India

☎: 23092793

O/c

Received by hand

Shankar Datta JOSH

[Signature]

03/09/2013

सं.डी 13013/5/2011.प्रशा.॥
भारत सरकार
कार्मिक और प्रशिक्षण विभाग
कार्मिक लोक शिकायत तथा पेंशन मंत्रालय

नई दिल्ली,
दिनांक- 8 अक्टूबर, 2013

सेवा में

मेसर्स निल् इलेक्ट्रीक वर्क
ए/75, गुरमण्डी दिल्ली- 110007

विषय- : वर्ष 2013-14 के दौरान इस विभाग में हिटर, पंखे, रेडिएटर, दीवार के पंखे बलोवर, एवं अन्य बिजली के उपकरणों की मरम्मत एवं रखरखाव संबंधी कार्य के लिए संविदा बिस्तार के प्रस्ताव के सन्दर्भ में।

महोदय,

उपर्युक्त विषय पर आपका पत्र सं. शून्य दिनांक 22/08/2013 का हवाला देते हुए मुझे यह कहने का निर्देश हुआ है कि इस विभाग के सक्षम प्राधिकारियों ने दिनांक 1/10/2013 से 31/03/2014 तक कुल 06 महिने की अवधि के लिए इस विभाग में पंखे, हाटकेस, दीवार के पंखे एवं अन्य बिजली के उपकरणों की आपूर्ति, मरम्मत एवं रखरखाव कार्य संबंधी संविदा (ठेका), संविदा की पूर्व नियमों एवं शर्तों के आधार पर कार्य विस्तार (Work extension) संबंधी आप के प्रस्ताव को अनुमोदन किया है। बिजली के उपकरणों के मद्दवार अनुमोदित दर, जो (IFD) की सहमति के बाद जारी किया गया था। संगलन किया जा रहा है।

2. आप से अनुरोध है कि इस मंत्रालय के विभिन्न विभागों (लोक नायक भवन, जे.एन.यू. प्रशिक्षण विभाग, नार्थ ब्लाक) से सम्बन्धित अनुभागों/प्रभागों एवं अधिकारियों के कक्ष में स्वयं पहुंचकर बिजली के उपकरणों की मरम्मत करना होगा तथा संविदा की शर्तों के अनुसार अनुबंध सूची में उल्लेख सभी 75 मदों के दरों में परिवर्तन/विस्तार संबंधी किसी भी अनुसोध पर विचार नहीं किया जाएगा। संविदा की शर्तों के अनुसार आपके मैकेनिक को परिसर में उपलब्ध रहना होगा और विभिन्न शिकायतों को दूर करना होगा।

3. अनुबंध के नियमों और शर्तों के अनुसार ब्याना राशि रु.10,000/-, जो फर्मद्वारा पहले से ही इस विभाग में जमा किया जा चुका है, को अनुबंध की समाप्ति के पश्चात फर्म को यह राशि वापस की जाएगी तथा इसमें विभाग द्वारा कोई व्याज का भुगतान नहीं किया जाएगा।

4. कृपया इसकी पावती दें।

भवदीय
(अशोक कुमार)
अनुभाग अधिकारी,
भारत सरकार
दूरभाष नं. 23093904

मेंसर्स निल इलेक्ट्रीक वर्क का अनुमोदित दरें
D-13013/5/2011 Ad. II dated 13/1/2011

(A) Repairing of Heater		
1.	Service charge (labour charge) - full season	₹4
2.	Change of Heating rod	₹7
3.	Change of reflector	₹3.25
4.	Connection Connector	₹8
(B) Repairing of Heat Convector/Oil Radiator etc.		
1.	Service charge (labour charge) - full season	₹4
2.	Change of elements (Heat Convector)	₹25
3.	Change of Thermostat (Heat Convector)	₹1
4.	Change of elements (Heat Convector)	₹1
5.	Change of Piano type switch	₹2
6.	Change of Fan motor blade	₹1
7.	Element plate	₹10
8.	Rewinding of Motor	₹10
9.	Motor Bush	₹1
10.	Oil Radiator Element	₹2
11.	Repair of Oil Radiator	₹2
12.	Oil Radiator Thermostat	₹7
13.	Oil Radiator Switch	₹2
		₹
(C) Repairing of Pedestal/Table/Wall Fan		
1.	Service charge (labour charge) - full season	₹4.50
2.	Pedestal/Table/Wall Fans	₹4.50
3.	Motor rewinding of Pedestal/Table/Wall Fan	₹50
4.	Change of Bush of Pedestal/Table/Wall Fan	₹0.80
5.	Change of Capacitor 2.5 MFD	₹4.75
6.	Body Joint of Fan	₹0.50
7.	Change of complete gear Set	₹0.90
8.	Change of Pedestal/Table/Wall Fan blade	₹5
9.	Oscillating Kit	₹0.50
10.		₹
(D) Repairing of Tube light etc.		
1.	Repairing of tube fitting (single)	₹1
2.	Repairing of tube fitting (double)	₹1
3.	Fitting of tube light	₹2
4.	Change of Holder Change	₹1
5.	Change of Starter	₹1
6.	Change of Choke (ISI Mark)	₹30
7.	Diodes of Emergency light	₹30
8.	Resistance of Emergency light	₹30
9.	Transformer of Emergency light	₹1
10.	Transistor of Emergency light	₹30
11.	Choke of Emergency light	₹0.50
12.	Replacement of Tube light of Emergency light	₹2
13.	Repair of Emergency light	₹0.90
14.	Relay switch for Emergency light	₹0.90
15.	Repair of Table Lamp	₹0.90
(E) Electric Call Bell		
1.	Repairing Charge of Call Bell Electrical	₹1
2.	Repairing charge of remote bell	₹0.50
3.	Change of Switch of call bell	₹1
4.	Change of switch of remote bell	₹1
5.	Change of new electric call bell	₹1
6.	Change of new remote bell	₹1.50
(F) Conducting of loose wire in P.V.C. Batten		
1.	P.F. of P.V.C. Batten	
2.		

3.		₹1-
		₹
(G) Extension (power/light) wooden sun mica sheet Board		
1.	Repairing charge of Extension board	₹8-
2.	Change of 15 AMP switch (Anchor make)	₹23-
3.	Change of 15 AMP socket (Anchor make)	₹23-
4.	Change of 5 AMP switch (Anchor make)	₹3-
5.	Change of AMP socket (Anchor make)	₹12-
6.	Fuse	₹1-
7.	Cost of Extension Board 2 Power & 2 light switches Sockets with 5 mtrs 40/76 wire (ISI Mark)	₹380-
8.	Cost of Extension Board 1 Power & 1 light switches Sockets with 5 mtrs 40/76 wire (ISI Mark)	₹164-
9.	Indicator (Anchor make)	₹1-
10.		₹
(H) Providing Change of new multi metal plugs		
1.	Plug 15 AMP (Anchor make)	₹23-
2.	Plug 5 AMP (Anchor make)	₹8-
3.	Multi Plug 15 AMP (Anchor make)	₹24-
4.	Multi plug 5 AMP (Anchor make)	₹1-
5.	Male Female plug	₹1-
6.	Iron Metal plug for AC (Crompton)	₹64-
(I) Change of Wire		
1.	Change of 3 core wire 23/76 per meter (ISI Mark)	₹17-
2.	Change of 3 core 40/76 wire per meters (ISI Mark)	₹26-
3.	Change of wire (23x76) two core per meter (ISI Mark)	₹2.25-
(J) Repairing of Electric Kettle		
1.	Repair Charge of Electric Kettle	₹1-
2.	Change of Kettle element	₹10-
3.	Change of Kettle connector	₹1-
		₹
(K) Hot Case		
1.	Repair of Hot Case	₹1.90-
2.	Change of Element	₹2.79-
3.	Thermostat for Hot case	₹1-
4.	Change of Indicator	₹0.50-
		₹

$$\frac{5725}{1912}$$

No. D17016/1/2008 -Ad.II
Government of India,
Ministry of Personnel, P.G. & Pensions,
(Department of Personnel & Training)

North Block, New Delhi.
Dated 18th October, 2013

To

The Ricoh India Ltd.
O - 504, 5th Floor, Salcon Rasvilas
D- 1, District Centre, Saket,
New Delhi.

Subject:- Revision of Service Contract for Ricoh photocopier machines.

Sir,

I am directed to say that the competent authority in this Department has approved the proposal for revision of service rates of Ricoh photocopier machines of this Department with immediate effect, as per details given :-

S. No.	Machine Model	Serial No.	Date of Purchase	Operating	Present AMC rate	Approved AMC Rates
1	Ricoh MP 3500	M2176520087	20.12.2007	Hall1, Jalebi Chowk, North Block	38 paise	42 paise
2	Ricoh MP 3500	M2177020072	24.12.2007	Room No. 23, North Block	38 paise	42 paise
3	Ricoh MP 4500	M2276620029	27.12.2007	CS-I, Hall, 2 nd Floor, Lok Nayak Bhawan	38 paise	42 paise
4	Ricoh MP 1600	L 6987250388	6.3.2009	Room No. 201, North Block	43 paise	45 paise
5	Ricoh MP2500	M4482300701	18.3.2009	CR Division, Hall, 3 rd Floor, Lok Nayak Bhawan	43 paise	45 paise
6	Ricoh MP2500	M4482300705	19.3.2009	Room No. 5, North Block	43 paise	45 paise
7	Ricoh MP2500	M4482300698	20.3.2009	CS.II, Hall, 3 rd Floor, Lok Nayak Bhawan	43 paise	45 paise

2. It is directed that all the above machines may be serviced immediately and satisfactory report from their users may be submitted to the undersigned.

Yours faithfully,

Vijay Kaushik
(Vijay Kaushik)

Under Secretary to the Govt. of India
Telephone No.23093791

Received
Sanjay Kumar
25/10/13