

**F. No.34/11/2008-ZCS  
GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
NORTHERN ZONAL COUNCIL SECREARIAT  
GALLERY NO.9 BLOCK NO.11  
JAMNAGAR HOUSE  
NEW DELHI**

\*\*\*

Dated: 29<sup>th</sup> January, 2009

To

M/s Unique Xerox Services,  
B-351, Nehru Vihar,  
Near Mukherjee Nagar,  
DELHI-110054.

(Kind attention: Shri Jaspal Singh)

**Subject:- Inviting quotations for Comprehensive Annual Maintenance Contract (AMC) in respect of one digital photocopier 'Sharp' AR-M205 of Zonal Council Secretariat- regarding.**

I am directed to refer to your letter No. Nil dated 19.09.2008 on the subject cited above and to inform you that it has been decided by the competent authority to award the annual maintenance contract in respect of one digital photocopier 'Sharp AR-M 205' of this Secretariat to your firm for a period of one year.

It may be noted that billing at the quoted rate i.e. Rs.0.28 paise per copy multiplied by number of copies recorded in the meter installed in the photocopier plus statutory taxes as applicable will be released bio-monthly subject to satisfactory performance and using only original/genuine spare parts and toner prescribed for Sharp AR-M 205 photocopier whenever required.

The above contract will come into force from the date of signing of the agreement. You are therefore, requested to visit this office for signing of agreement at the earliest. This Secretariat reserves the right to terminate the contract at any time without assigning any reason.

Yours faithfully,

(ASHA SHARMA)  
SUPERINTENDENT  
Tele: 23388883