

NOTICE INVITING QUOTATION

The Delhi Development Authority is inviting quotation (NIQ) for procurement and installation of Remotely Managed Franking Systems (RFMS) machine for the exclusive use of R&D Section, Delhi Development Authority.

<u>NOTICE INVITING QUOTATION (NIQ)</u>	
Name of Work	Notice inviting quotation (NIQ) for providing procurement and installation of Remotely Managed Franking Systems (RFMS) machine for the exclusive use of R&D Section DDA.
Time of supply of item	One week from the date of award of work
Last Date for submission of Quotation	16.09.2026 (5:00 PM)
Opening of Quotation	17.09.2026 (2:00 PM)
Place for submission of Quotation	Office of the Director (GAD) B-Block Ground Floor Vikas Sadan INA, New Delhi-110023

The Agency shall provide end-to-end services for the execution of the work, including procurement of materials, deployment of skilled manpower, transportation, handling, installation, repair, quality assurance, testing (wherever applicable), completion, and rectification of defects during the warranty period, ensuring that all works are carried out to the satisfaction of the Director (GAD)-in charge.

The agency/contractor shall be responsible for the providing, supplying, repairing, refurbishing, transporting, fixing, installation, and commissioning of new and existing (RMFS) machine complete in all respects, as approved by and under the directions of the Director(GAD)-in-Charge, including but not limited to the following components:

A. Supply & Installation of (RMFS) machine

- i. Providing, supplying, transporting, unloading, shifting, fixing, and installation of new (RMFS) machine of approved make, design, dimensions, and specifications at designated locations.
- ii. All (RMFS) machine shall conform to the approved samples, drawings, and technical specifications.
- iii. Minor modifications, adjustments, levelling, alignment, and fixing required for proper installation shall be included.

B. Repair & Refurbishment of Existing (RMFS) machine

- i. Repairing, restoring, refurbishing, and making serviceable existing (RMFS) machine of various types.
- ii. Replacement of damaged or worn-out components wherever required.
- iii. Replacement of defective to restore functionality.

C. Quality Assurance & Inspection

- i. All materials shall be approved make and quality and shall conform to the relevant BIS/Post-office/DDA specifications, wherever applicable.
- ii. The complete work shall be subject to inspection and approval of the Director (GAD).

D. Defect Rectification & Warranty

- i. All newly supplied (RMFS) machine as well as repaired/refurbished existing (RMFS) machine shall be covered under a comprehensive warranty for a period of one (01) year from the date of satisfactory completion and acceptance of the work by the Director(GAD)-in-Charge.
- ii. During the warranty period, any defect in machine functionality reported by DDA shall be inspected by the contractor and rectified/repared or replaced, as required, within seven (07) days from the date of receipt of intimation of such defect, at no additional cost to DDA.
- iii. The contractor shall be responsible for ensuring that all rectification/replacement works are carried out to the satisfaction of the Director(GAD)-in-Charge, and the warranty obligations shall remain fully enforceable throughout the warranty period.

E. Any other Work

Carrying out any other applied, incidental, or miscellaneous work related to (RMFS) supply, installation, repair, refurbishment, or maintenance as may be required for satisfactory completion of the work and as directed by the Director (GAD)-in-Charge.

