

No.DM/AD11/2//2016/IDRB (Vol-II)

Office of the Chief Engineer,
Investigation & Design, IDR B,
III Floor, Vikas Bhavan,
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Dated 29 -12-2022

QUOTATION NOTICE

Sealed Quotations are invited for providing Annual Maintenance Contract to Common Photocopier of Make: Canon (Model No:IR2420L, SL.No.HWJ11097), installed in the office of the Chief Engineer (I&D), I.D.R.B., 3rd Floor, Vikas Bhavan, Thiruvananthapuram.

CONDITIONS

- a) The Annual Maintenance Contract (AMC) for **15,000 copies/prints or one year whichever is earlier.**
- b) The AMC shall include Supply of all Spare/Parts, Drum & Black Toner required for the maintenance of photocopier and all maintenance service visits requires to keep the equipment in good working order during the AMC period.
- c) Canon company trained technician shall arrive on site to diagnose or repair our Canon Photocopier placed in the library of the office of the Chief Engineer (I&D), I.D.R.B., 3rd Floor, Vikas Bhavan, Thiruvananthapuram,6950333.
- d) The complaint responding time shall be within maximum of 2 working days on informing complaint through telephone /email.
- e) The service shall be available during the working hours of 10.00 am to 5.00pm on all working days.
- f) Authorized toner Cartridges will only be accepted.
- g) The refilled toner cartridges should give atleast 90% of the copies given by the respective new toner cartridges.
- h) The replacement all the spare parts including drum and toner cartridges should be for a period of One year.
- i) There shall be no hidden charges in an AMC service and all its AMC service shall be free of cost.
- j) If the above conditions are violated, payment shall be refunded.
- k) Payment will be made only after signing the AMC agreement.
- l) Last date for receipt of quotations is 15 days upto 2.30 PM from the date of notice and the date of quotation opening is **18 /01/2023 at 3.00 PM.**
- m) The proposal should be in the following format.

Name of Work: Quotation for providing Annual Maintenance Contract to Common Photocopier of Make: Canon (Model No:IR2420L, SL.No.HWJ11097)

(To be submitted duly signed on the letter head of the Firm, in a sealed envelope superscribed as "Quotation for providing Annual Maintenance Contract to Common Photocopier of Make: Canon")

Sl. No.	Description	Quantity	Unit Rate	%GST	Total Price (Inclusive of all GST)
01	Model No.IR2420L Serial No: HWJ11097	1			

Signature

- l) Firm should have a valid GST registration.
- m) No escalation in rates on any account will be paid during the contract period. Also, no subsidy will be given over the quoted rates.


CHIEF ENGINEER(FAC)