



Inquiry Letter

DUE DATE: 27/05/2019

No: GPK/CS/AMC/2019/1127
Date: 15/05/2019

To,

M/s. Programmer for uploading
on Institute website G.P. Khamgaon

Sub: Quotation for Annual Maintenance Contract for various printers

Dear Sirs,

Sealed quotations are hereby invited from the service providers by the undersigned for Annual Maintenance contract of various printers of Institution so as to reach this office on or before 27/05/2019 during office hours only. Please note quotations received after this date will not be considered. The quotations shall be **opened on 28/05/2019 at 3.00 pm**. Description of items for said AMC is given below.

28/05/2019 BK

S.N.	Particulars	Qty	Remarks if any
01	Charges for tonner refilling of below mentioned printers 1. Cannon LBP 2900 /3000 or Equivalent 2. HP Laser Jet 1020/2035/M202N or Equivalent 3. HP Colour laser jet CP1515N or Equivalent 4. HP Laser Jet 1005 or Equivalent	As per requirement	Rates for each printer should be quoted separately
02	Charges for replacing drum of below mentioned printers 1) Cannon LBP 2900 /3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Colour laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent	As per requirement	Rates for each printer should be quoted separately
03	Charges for PCI Roller of below mentioned printers 1) Cannon LBP 2900 /3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Colour laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent	As per requirement	Rates for each printer should be quoted separately
04	Charges for replacing Magnetic roller of below mentioned printers 1) Cannon LBP 2900 /3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Colour laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent	As per requirement	Rates for each printer should be quoted separately
05	Charges for cleaning wiper blade of above mentioned printers	As per requirement	Rates for each printer should be quoted separately
06	Replacing page lifter of above mentioned printers	As per requirement	

NOTE: Please mention PAN /TAN number of either supplier or supplier's firm. (or any other no. pertaining to Income tax) alongwith the current / saving account no of firm at the time of submission of quotation.

TERMS & CONDITIONS:

- 1) **Period of Contract** : is valid for one year from the date of signing the contract.
This may be renewed for further duration subject to rendering of satisfactory service and fulfilment of terms and conditions
- 2) **Payment Terms** : For all above items payment shall be made on monthly basis after successful completion of task subject to satisfactory performance to be certified by the user.
Conveyance charges of any kind are not admissible.
- 3) **Quality of spares**: The equipment parts replaced must be fresh / new and possess same and or equivalent configuration of existing parts. **Competable parts of items to be replaced will not be accepted in any case.**
- 4) **Statutory Levies**: The cost quoted shall include all statutory levies if any , charged by state or Central Government for rendering this types of services.
- 5) **Working Hours** : The maintenance activities shall be normally done during working hours of the Institute. However in case of any emergency the maintenance activities shall be done beyond working hours or on holidays with prior permission of concerned authorities .
- 6) **Reporting Authorities** : The Service Engineer / Technician shall be allowed to handle the respective equipment/s with the permission of concerned authorities.. AMC can be terminated at any point with valid reason of non-satisfactory performance or any other as the case may be. All rights of the said contract are reserved with undersigned
- 7) **Logbook Maintenance /Record keeping** : It is mandatory to maintain activity log book provided by this Institute & should be dully signed and certified by concerned authorities and shall be submitted with the bills during payment. Valid record shall be maintained by concerned department in prescribed format. Bills shall only be issued after certification of concerned department authorities. Items to be maintained or repaired must be inspected and checked for viability from competent authority before carrying out actual task and work order/noting must be issued in this regard.

GENERAL TERMS & CONDITIONS: (1) The material quoted should confirm to the specifications given in the list. When specification of certain item is inadequately mentioned in the quotation form then the details from suppliers end must be mentioned with its make ,size of best quality.(2) The Undersigned reserves the right of rejecting all the quotations without assigning any reasons.(3) All rates quoted should be F.O.R. Government Polytechnic, Khamgaon including all applicable taxes otherwise the quotations will not be considered.(4) For sales Tax / GST or any other taxes , IF "D" , "AF" or any other equivalent form if required shall be furnished on the demand where applicable. (5) All the Rates should be F.O.R. at Government Polytechnic, Khamgaon(for local dealers) (6) The envelope containing the quotations should be dully sealed and superscribed as " Quotation for Maintenance contract of Printers" along with the date of submission of the quotation.(7) The quotation shall be opened on 28/05/2019.at 3.00am/pm.(9) Samples are required to be supplied for the items specifically mentioned in the remark column.(10) Railway receipts or motor receipt for goods shall be sent directly to undersigned by registered post only and will not be accepted through banker or V.P.P. (11) Testing of material will be done by the consignee at destination and bills will be paid thereafter if test results are found satisfactory(12) If supply of any part of the orders rejected by the Institute, the same will have to be replaced by the supplier within a specified time and all expenses including charges for return and replacement will have to be paid by supplier.

PAYMENT TERMS : 100% Payment against maintenance ,delivery of parts ,installation , testing of if any ,training and working trial and satisfactory working of equipments at consignee's place.(12) Advance payment is not admissible (13) Payment is not permissible on dispatch documents through Bank or V.P.P. (14) Payments will be made only by Demand Draft of State Bank of India /CMP.(16) The material will be dispatched at Khamgaon & rates should be quoted FOR Khamgaon or otherwise charges towards transport must be clearly mentioned in the quotation(17) The material will be required to be Insured with Government Insurance if specifically mentioned in the order. (18) Undersigned may cancel the said order in discretionary power.

Your's

Principal,

Government Polytechnic, Khamgaon

Cc: (1) Service Providers as per List attached (2) Institute Notice Board , Government Polytechnic, Khamgaon (3) Shri. K.M. Ambatkar , Programmer, for uploading on Institute website.