

## **Tender for AMC of Photo Copier Machines**

Technology Information, Forecasting and Assessment Council (TIFAC) is an Autonomous Body under the Department of Science and Technology, Govt of India. TIFAC .intends to invite sealed quotations for Annual Maintenance Contract (AMC) of 4 nos. of Photo copier machines of Canon make installed in its office at TIFAC. Interested Vendors are requested to send sealed quotations addressed to the Incharge (F&A), TIFAC, A-Wing, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi – 110016 so as to reach us latest by Friday 6<sup>th</sup> July 2018 at 03.00 pm. Terms & conditions and financial format is as given below. Please note that the AMC should include cost of spare parts and consumables and the tender must accompany all the required enclosures.

### **Important Terms and Conditions**

1. The following enclosures are mandatory with the submission of quotation:-
  - i. Authorization letter from the Company (Canon) contract
  - ii. Last three years references list.
  - iii. GST No. Copy
  - iv. PAN No. copy
  - v. Company Registration certificate
2. The contract will be valid for one year from the date of award of the contract and extendable for one year by mutual consent of the parties. It may be noted that no request for hike in approved rates will be entertained during the period of contract for any reason whatsoever, except for Govt. taxes.
3. TIFAC reserves the right to cancel the tender at its sole discretion without assigning any reason.
4. The tender is for Comprehensive AMC of photocopier machines (4 no. as per models given in the table below) including supply of all material spares, replacement/ repairs or parts from OEM's.
5. The material requires replacement shall be of same quality/ manufacturer and specifications. The dismantled material shall be the property of contractor.
6. No advance shall be paid for the work
7. TIFAC reserves the right to award the work in full or in parts or cancel the order without assigning any reason thereto.
8. Bidders are advised to study carefully the terms and conditions before quoting their bid. All the pages should be signed by the bidder as a token of acceptance.

9. The rates should be indicated both in words and figures. In case of discrepancy between the figure (number) and words, the rates given in the words only will be taken as authentic and no further clarification will be sought from the bidder.
10. Incomplete / late quotations shall be rejected.
11. The sealed quotation addressed to Incharge (F&A), TIFAC, A-Wing, Vishwakarma Bhavan, Shaheed Jeet Singh Marg, New Delhi – 110016 should us reach latest by Friday 6<sup>th</sup> July 2018 at 03.00 pm.

**Incharge (F&A)**

Rates would be filled as per the following format  
on agency/firm letter head

**FINANCIAL QUOTATION**

To,

Incharge (F&A), TIFAC

S.No.	Model	Qty	Date of Purchase	Charges		Taxes, if any (in % & Rs.)
				AMC per (per A4/A3)	machine page	
				A4	A3	
1.	Canon (IR2422)	1	28/10/2013			
2.	Canon(Adv.4225)	3	07/07/2015			

*(Note: All Taxes & other charges, if any, must be mentioned clearly; otherwise, the rates will be treated as all inclusive)*

Signature of Authorized person of the  
Firm/Agency with stamp

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name & contact details the firm / agency

-----

-----

Mobile no. of Contact Person -----