



Guwahati Biotech Park

Technology Complex, IIT Guwahati

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NIQ No.GBP/8.2.2/2013-14/...2322

21st February, 2014

TO

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Subject: Quotation for AMC of Photocopier Machines

Dear Sir,

Guwahati Biotech Park invites sealed quotations from Authorized Dealers/Repair/Service Centers of Toshiba for award of Annual Maintenance Contract of photocopier Machines for a period of one year as per format given below. The quotations with detailed terms & conditions should reach the office of the CEO, Guwahati Biotech Park on or before 1st March, 2014 within 3.30p.m..

Sl. No.	Particular	Rate	Amount
1	AMC for Photocopier Machine: TOSHIBA E-STUDIO. Model:ES207		
2	Add: Service Tax		
3	Any other charges		
4	Total:		

TERMS AND CONDITIONS:

1. The quotation must be accompanied with documents in support of bidders experience i.e. the list of clients and TIN/VAT/PAN and Service Tax numbers.
2. The contract shall be on a comprehensive service maintenance agreement basis and no extra charges for any general wear and tear/spare parts, consumables i.e. ink tonner, drum kit etc. shall be borne by GBP.
3. It will be the responsibility of the contractor to keep the machine in perfect working order. The repair work will have to be carried out at the location of the equipment except in the exceptional circumstances, where the equipments or any component may be required to be taken out for repair in workshop. In such cases, a standby arrangement shall have to be made by the contractor and in no way working of photocopying machines shall be held up for want of standby arrangements.
4. Payment for AMC will be made to the service provider within 3 months from the date of commencement of the order.
5. The rates quoted and agreed to by GBP shall remain valid during the validity of the AMC contract.
6. In case a call is not attended by the Contractor in a reasonable time, penalty to be decided by GBP will be levied upon the Contractor after due verification from the administrative department.
7. If any of the terms or conditions provided herein or any direction(s) issued by GBP is not complied with or contractor is found to have committed any breach thereof, GBP will be at liberty to terminate the Contract.

Thanking you,

Dinamani Borah
Guwahati Biotech Park