

ANANDADHARA DISTRICT OFFICE
District Mission Management Unit, Birbhum
Suri :Birbhum

NIQ. No. 2 /2021-22

Dated:- 15 .07.2021

QUOTATION NOTICE

Sealed quotations of rates are invited from the reputed Agencies having experiences in the relevant matter for Annual Maintenance and Services of RICH0 Digital Photocopier Machine which are use in this office. Interested agencies may submit quotations at this office by **20.07.2021** up to **1.00 P.M.** and those will be opened on **20.07.2021** at **1.30 P.M.**

1. Interested Agency shall have to submit the following documents:-
 - a) Credentials of similar type of work to Govt. Office /undertaking /Municipality etc.
 - b) Photo copy of valid Trade License in specific job.
 - c) Photo copy of PAN and current Income Tax return.
 - d) Photo copy of GST registration certificate and Challan.
 - e) Photo copy of P. Tax Challan.
2. The Quotation is to be submitted in sealed cover only superscribing "Quotation for Annual Maintenance and Service Contract of RICH0 Digital Photocopier – against NIQ No. 2/2021-22 Date 15 .07.2021".
3. You have to be provided preventive maintenance to the equipment at least four times in a year from issue of AMC (Annual Maintenance Contract)and any kind of emergency call you have to be attend.
4. Any spares (as and when require) you have to be provided within the contract Price.
5. The rate quoted includes all taxes and incidental charges thereto and rate to be quoted both in figures and words.
6. The undersigned reserves the right to reject any or all quotations without assigning any reason whatsoever and will not bound to accept either lowest quotation or any of the quotations.

Details of AMC and ASC for the following RICH0 Digital Photocopier:-

SL. No.	Model and Sl. No. of Richo Digital Photocopier	Particulars	Quantity	Rate (Per piece/set)
1.	MP 2001L Sl. No. E343MC51391	Annual Maintenance Contract (AMC) for one year from issue of AMC	1 pc	
2.	MP 2014 Sl. No. G605M950984	Annual Service Contract (ASC) for one year from issue of ASC	1 pc	

ds 15/7
Addl. Dist. Mission Director
Anandadhara District Office, DMMU, Birbhum
& Project Director, DRDC, Birbhum ZP

Memo No. 291/(a) ^{IV-2} /DMMU/Birbhum

Dated: - 15 .07.2021

Copy forwarded for kind information & wide publicity to:-

- 1) The District Magistrate, Birbhum.
- 2) The A.E.O., Birbhum Zilla Parishad.
- 3) The D.I.C.O Birbhum
- 4) The Sub-Divisional Officer, Sadar (Suri).
- 5) DIO, NIC, Birbhum with a request to upload the NIQ in District Web Site.
- 6-8) The DPD(M), DPD (Cr.), DPD(A/Cs.).
- 9) Office Notice Board.

ds 15/7
Addl. Dist. Mission Director
Anandadhara District Office, DMMU, Birbhum
& Project Director, DRDC, Birbhum ZP