



## GOVERNMENT POLYTECHNIC, KHAMGAON

WINNER OF ISTE-NARSEE-MONJEE AWARD-2000

Jalamb Road khamgaon Dist-Buldhana web:gpk.edu.in

Enquiry Letter

GPK/CO/AMC/2024-25 / 105

Dt.21/02/2024

TO,

M/S \_\_\_\_\_

All Interested Parties

**Subject: Quotation for Annual maintenance contracts for various printer and Xerox machine parts.**

**Reference:-Permission letter of Hon. Principal Sir CO/57 and office 498 dated:- 31/01/2024.**

Dear Sir,

Sealed quotation are hereby invited from the service provider by the undersigned for annual maintenance contract of various printer and Xerox machine of institution so as to reach this office on or before 04/03/2024 during office hours only please note quotation received after this date will not be considered. The quotation shall be open on 05/03/2023 at 04.00 pm at principal office description for said AMC is given below

### LIST OF ACTIVITIES

(To be mentioned below in the attached list)

S.N.	Particulars/Specification	Qty.	Remarks if any
1	<b>Charges for tonner refilling of below mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent	As Per Requirement	Rates for each Printer should be quoted separately
2	<b>Charges for replacing drum of below mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent		Rates for each Printer should be quoted separately
3	<b>Charges for PCR of below mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Cooler laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent		Rates for each Printer should be quoted separately

4	<b>Charges for Toner Magnet of below mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent		Rates for each Printer should be quoted separately
5	<b>Charges for Replacing blade of above mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent		Rates for each Printer should be quoted separately
6	<b>Replacing page lifter of above mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent		Rates for each Printer should be quoted separately
7	<b>Replacing timing belt of above mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent	As Per Requirement	Rates for each Printer should be quoted separately
8	<b>Replacing Teflon of above mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent	As Per Requirement	Rates for each Printer should be quoted separately
9	<b>Replacing wiper blade of above mentioned printers</b> 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent	As Per Requirement	Rates for each Printer should be quoted separately

10	Tonner refilling of Cannon iR2018 Xerox machine	As Per Requirement	_____
11	Overall servicing of Cannon iR2018 Xerox machine	As Per Requirement	_____
12	Overall servicing of above mentioned printers 1) Cannon LBP 2900/3000 or Equivalent 2) HP Laser Jet 1020/2035/M202N or Equivalent 3) HP Color laser jet CP1515N or Equivalent 4) HP Laser Jet 1005 or Equivalent	As Per Requirement	Rates for each Printer should be quoted separately

Note: 1) above cost includes supply of parts/ material tonner ink, drum, etc, if any with repairing and service

Charges as per your letter referred above (ref iii). No additional charges will be paid in this regard for above Mentioned task.

  
Principal

Government Polytechnic, Khamgaon

#### TERMS AND CONDITION

- 1) Supplier must have PAN/TAN and GSTN number
- 2) 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 fulfillment of terms and conditions.
- 3) Payment Terms: For all above items payment shall be made on monthly basis after successfully Completion of task subject to satisfactory performance to be certified by the user. Conveyance charges of any kind are not admissible.
- 4) Quality of spares: The equipment parts if replaced must be fresh/ new and must possess same and or Equivalent of existing part only after due consent of concerned officer. Cost mentioned in work order Includes cost of supply of respective items & service / repairing charges. No additional charges will be paid.
- 5)statutory Levies : The cost quoted shall include all statutory levies if any, charges by state or central Government for rendering this type of services.
- 6) 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 hour or on holidays with prior permission of concerned authorities.
- 7) Reporting Authorities: The service engineer / Technician shall be allowed to handle the respective equipment with the permission of concerned authorities. This contract can be terminated at any point with valid reason of non-satisfactory performance or any other as the case may be. All right of the said contract are reserved with undersigned
- 8) Log-book Maintenance / Record Keeping: It is mandatory to maintain activity log book provided by this Institute and should be dully signed and certified by concerned authorities. Valid record shall be

maintained by concerned department in prescribed format. Bills shall only be issued after proper certification of concerned department authorities.

**GENERAL TERMS AND CONDITION:**

- 1) The material quoted should be confirmed to the specification 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 reason.
- 3) All rates quoted should be for F.O.R. Government Polytechnic Khamgaon including all applicable taxes otherwise the quotation will not be considered.
- 4) For sale 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 are for at Government Polytechnic Khamgaon.
- 6) The envelope containing the quotation should be fully sealed and superscripted as "Quotation for Annual maintenance contracts for various printer and Xerox machine parts along with the date of submission of quotation".
- 7) The quotation shall be opened on 05/03/2024 at 04.00 pm.
- 8) Samples are required to be supplied for the item specifically mentioned in the remark column.
- 9) Railway receipt or motor receipt for goods shall be sent directly to the undersigned by registered post only and will not be accepted through banker or V.P.P.
- 10) Testing of material will be done by the consignee at destination and bills will be paid thereafter if test results are found satisfactory.
- 11) If supply of any part of the order is 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 the supplier.

**PAYMENT TERMS:**

- 1) 100% payment against maintenance, delivery, installation, testing of equipment, training and working trial and satisfactory working of equipments at consignee's place.
- 2) Advance payment is not admissible.
- 3) Payment is not permissible on dispatch document through bank or V.P.P.
- 4) Payments will be made only by CMP through Treasury Khamgaon in your nationalized bank account.
- 5) The charges towards transport must be clearly mentioned in the quotation.
- 6) The material will be required insured with government insurance if specifically mentioned in the order.
- 7) Undersigned may cancel the said order in discretionary power.

**NOTES FOR SUPPLIER :-**

- 1) **LOCATION :** Khamgaon, Dist. Buldhana is situated on National Highway NO-6 and connected by Railway Route to Jalamb (C.R), Railway station. Government Polytechnic Khamgaon, Institute is located on Khamgaon Jalamb road, 2.00 KM away from railway station and Bus Stand.
- 2) **GST to be paid as applicable**
- 3) **Octroi if any :** Octroi Exemption Certificate is not required because Khamgaon city being a Municipals Council. NO octroi is charged.
- 4) **Transporter if any:** T.C.T., ARCO, etc, provide transport services.



Principal

Government Polytechnic, Khamgaon

Encl: As above

Copy:-1) Institute Main Notice Board

2) Institute Website for uploading