



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR-16 C, DWARKA, NEW DELHI-110 078**

**Tel. No. 011-25302138/139**

**Website: www.ipu.ac.in, Email: gaipudwarka@gmail.com**

NIQ No. GGSIPU/GA/AMC/Photocopiers/2015-16/(1)

Date: 06/08/2015

**NOTICE INVITING QUOTATION**

Sealed item rate quotations are invited on behalf of the Registrar, Guru Gobind Singh Indraprastha University, Sector – 16C, Dwarka, New Delhi – 110078 from the authorized service providers of M/s Kyocera Document Solutions India Pvt. Ltd. :-

| Sl. No. | Make    | Machine Model  | Unit |
|---------|---------|----------------|------|
| 1       | Kyocera | TASKalfa 4500i | 03   |

The quotation alongwith duly filled in form for quoting rates (Annexure-1), and detail of agency Annexure-II alongwith copy of registration of VAT, Service Tax, PAN Card and valid authorization certificate of M/s Kyocera Document Solutions India Pvt. Ltd may reach by hand/post in the office of **Deputy Registrar, General Administration Branch, Room No. 36, Admin. Block, Dwarka, Sector 16C, New Delhi-110078 up to 3:30 PM on 16-08-2015.**

**Terms & Conditions:**

1. AMC/CAMC/TCS charge includes periodical maintenance once in a quarter and attendance of calls against break down reported to our service location.
2. The contract includes corrective maintenance, preventive maintenance on regular basis and free replacement of all spares like Mother Board, Power Supply, Scanner PCB, Laser Unit, Thermistor, Thermostat, different motors, electromagnetic clutches, gears, pulleys, driving belts, bushes, shafts, bearings, paper feed rollers, separation Rollers, Paper Pick Up Rollers, High voltage transformers, all PCBs & Sensors etc. & consumables like toner, Drum Maintenance Kit/Fuser Maintenance Kit etc excluding Paper, Power.
3. Before the start of AMC/CAMC/TCS, an inspection would be carried out by the company engineer so that they can recommend the changing parts if required.
4. The agency shall be required to deposit security of Rs.2000/-(Refundable) for each machine. The security deposit shall be paid in favour of the Registrar, GGSIP University, Dwarka New Delhi-78 in the form of DD/Bank Guarantee/FDR. No interest on security deposit shall be payable.
5. In case of any complaint, the company shall attend the same within 24 hrs.

6. The company should inform the contact nos. including mobile no. and current address of the company and its engineers who have to attend the complaint.
7. The agency shall use standard/ISI product for repairing/maintenance of photocopier machine.
8. If the services of the agency are found unsatisfactory, the contract may be cancelled at any time and action will be taken as per procedure.
9. The Competent Authority, GGSIP University shall have every right to cancel the contract at any time without assigning any reason.
10. The company shall ensure stand by arrangement, if required.
11. The contract is not transferable.
12. The agency shall fix the Digital Copier machine at appropriate place after repair/service.
13. The agency shall carry out the work at its own risk and cost.
14. The rate shall be valid for one year from the issue of work award letter.
15. If the service found satisfactory the contract may be extended.
16. Payment shall be made on monthly basis after receiving the bill alongwith meter reading and satisfactory report from user department Taxes, TDS and other statutory levies, as applicable from time to time, shall be deducted from the bills for which certificate can be issued by the GGSIPU on request.

-S/d -  
(Deputy Registrar)  
General Administration Branch

Copy to :

1. Notice Board
2. Incharge, University IT Services Cell – with a request to upload on University website.

-S/d -  
(Deputy Registrar)  
General Administration Branch

**Annexure-1**

**FORM FOR QUOTING RATES FOR AMC/CAMC/TCS OF PHOTOCOPIER  
MACHINES**

1. Name and full address of the agency  
With Telephone/Mobile No.:

2. AMC/CAMC/TCS rates:

| <b>Sl.<br/>No.</b> | <b>Make</b> | <b>Machine Model</b> | <b>AMC/CAMC/TCS Rate per copy<br/>in Rs.</b> |
|--------------------|-------------|----------------------|----------------------------------------------|
| 1                  | Kyocera     | TASKalfa<br>4500i    |                                              |

We/ I have read all the terms and conditions mentioned in the Notice Inviting Quotation (duly signed on each pages) and undertake to comply with them.

Place:

(Signature of the Bidder)  
(alongwith company's seal)

Date:

**Detail of Firm/ Agency**

1. Name of Firm/ Agency: \_\_\_\_\_

2. Address of Firm/ Agency: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Contact No.: \_\_\_\_\_

4. VAT Registration No. (Copy attached): \_\_\_\_\_

5. Service Tax No. (Copy attached): \_\_\_\_\_

6. PAN No. (Copy attached): \_\_\_\_\_

Place:

(Signature of the Bidder)  
(alongwith company's seal)

Date: