

NO.HP SACS/AMC/Photostat/22-23/8974  
H.P. STATE AIDS CONTROL SOCIETY SHIMLA-171002  
(Hari Villa, Near Forest Rest House, Khalini)

**QUOTATION DOCUMENT FOR THE AMC OF PHOTOCOPIERS(WITH SPARES) & RATES OF CONSUMABLES**

Dated Shimla-171002 the 14/9/2022.

Subject:- Invitation of quotations for the Rates of Consumables and AMC of Photocopiers.

D/Sir,

- I. Sealed quotations are hereby invited from the Proprietors / Individuals / Firms for the Rates of Consumables and AMC of Photocopiers as per the description and specifications given in the Annexure-"A&B". The quotations should be reach this office on 26/09/2022 upto 11.30 AM will be opened on same day at 03.30 PM in the office of undersigned.
- II. The quotations shall have to furnish the offer in single envelope the words "Quotation for the Rates of Consumables and AMC of Photocopiers" shall be mentioned on the envelope.
- III. The rates should be quoted against each item on the form attached at Annexure-"A&B". with the quotation document or on the letter head of the firm as per Annexure-"A&B". The rates must be quoted in figures as well as in words and should be **inclusive of all taxes and levies in Indian Currency**.
- IV. **Original quotation form duly signed and stamped every page by the authorised signatory in token of acceptance of the terms and conditions of the quotation letter.**
- VI. **TERMS AND CONDITIONS: -**
  1. The rates should be quoted on the prescribed format i.e. Annexure-"A&B". enclosed with the quotation document duly signed by the supplier or quoters.
  2. The quotations having cutting/poor writing / deficient of required documents / information will not be entertained.
  3. The undersigned reserves the right to accept or reject all or any quotation without assigning any reason whatsoever at any stage.
  4. The rates will be valid upto two year from the date of issue of order and can be extended further year to year keeping in view urgency / performance. No request for the increase of rates will be entertained during the period of contract.
  5. The firm shall have PAN and GST number . A copy of GST & PAN shall be attached with quotation document.
  6. The Project Director reserves the right to cancel the tender without assigning any reason.



7. The firms shall have to submit an EMD of Rs.5000/- along with quotation in the shape of Demand Draft in the name of Project Director, HP State AIDS Control Society. The EMD will be returned in original to unsuccessful bidders.
8. The Project Director HP State AIDS Control Society, Shimla-2 shall not be in any manner concerned with the internal affairs of the supplier/quoters i.e. dispute and dissolution etc. or affairs concerning any other third party that the supplier may be having.
9. Any dispute is subject to the jurisdiction of Shimla only. In event of dispute, the same shall be referred for arbitration to the Project Director HP State AIDS Control Society, "Hari Villa" Near Forest Rest House, Khalini, Shimla-2 or any person appointed by him/her. The award of the Arbitrator shall be final and binding on both parties.
10. Quotation found not in the proper Quotation form or deficient of required information/documents shall be considered as non-responsive and shall not be considered for award of the contract for supply of this quotation.
11. Successful bidder has to furnish 10 % performance security of the total amount of AMC in the shape of FDR duly pledged in name of Project Director, HPSACS Shimla and shall enter into an Agreement of Rs.50/- Non Judicial Paper with HPSACS. The performance security will be refunded to successful bidders on completion of AMC period.
12. Payment shall be done 50 % advance and balance 50% on completion of one year of AMC.
13. Firm Shall have to provide 2 Preventive Maintenance Call for each machine with in a year(1 call in six month). first Preventive Maintenance Call of all the machine shall be done with in 30 days from the issue of work order and In case of break down of any machine firm shall have to provide service with in 24 to 48 hours within Shimla City and 3 to 4 days outside Shimla at DAPO office in District Hospital.
14. In case any consumables are required which are not included in AMC for any machine the firm shall have to take necessary approval and necessary supply order from HPSACS. The consumables used shall be genuine and original.
15. The rates of consumables in Annexure "B" shall be inclusive of visit and installation charges.
16. Firm shall have to get signed Call report from the concerned after the completion of Call and all the call report are to be submitted along with bill for the payment.


**DHS-cum-Project Director,  
HPSACS, Shimla-2.**


**Endst No. As Above**

**Copy to:-**

**Dated the Shimla**

- The Office Notice Board for wide Publicity.
- The MEIO, HPSACS for uploading the quotation format on HPSACS website for wide publicity.

  
**Dy. Controller (F&A)  
HPSACS, Shimla - 2**

  
**DHS-cum-Project Director  
HPSACS, Shimla-2.**



**Annexure -A(AMC of Photocopiers )**

Sr. No.	Equipments	Location	Qty	Unit Rate in Rs.	Total Amount in Rs.	Amount in words
1.	Toshiba Estudio 282	HPSACS Office	1			
2	Richo MP2550	HPSACS Office	1			
3	Toshiba Estudio 2006	HPSACS Office	1			
4	Toshiba Estudio 2309	HPSACS Office	1			
5	Toshiba Estudio 166	HPSACS Office DDU Hospital Shimla	3			
6	Toshiba Estudio 166&167	DAPO Office District Hospital Solan, Nahan, Una, Dharmshala, Chamba, Kullu, Hamirpur, Bilaspur, Keylong, Rekongpeo	10			

**(Signature of Bidder with Stamp)**



**Annexure –B(Consumables for Photocopiers )**

Sr. No.	Equipments	Location	Unit Rate in Rs.	Amount in words
1.	Toshiba E Studio 166 &167	Tonner		
		D-Kit		
		H-kit		
2.	Toshiba E Studio 282	Tonner		
		D-Kit		
		H-Kit		
3	Toshiba E Studio 2309	Tonner		
		D-Kit		
		H-Kit		
4.	Toshiba E Studio 2006	Tonner		
		D-Kit		
		H-Kit		
5.	Richo MP2550	Tonner		
		D-Kit		
		H-Kit		

**(Signature of Bidder with Stamp)**