NOTICE INVITING QUOTATION

This Office would like to go for Comprehensive AMC of Xerox /Photocopier Machines at select places in this Kendra like Admin.Section, NewsDesk,Commercial Section,Prog.Wing & PPC Building Block etc.to the terms and conditions as below.

Interested agencies may submit their Quotations in the prescribed format as in the enclosed on or before 20/02/2020.

Terms and Conditions:

1) The Agency has to quote for the comprehensive AMC of the Photocopier machines involved and only paper & power supply are in the scope of the office and remaining items as spares, Tonner, Drum cartridges etc. are in the scope of the agency, for the machines under CSAMC.

2) The agency shall complete the service calls from time to time within 24hrs of reporting of any problems.

3) The agency shall submit the monthly bills based on the copy counts meter reading for each machine.

4) The agency shall have registered GSTIN number and the PAN Number also shall have to the indicated in the quote, being submitted.

5) The GST rates as applicable shall clearly be indicated in the invoice.

6) The monthly invoices being submitted shall be GST compliant invoices and the GST number of this office shall clearly be indicated.

7) The agency who has quoted the lowest shall be awarded the contract.

8) The authorization certificate of the OEM for Xerox make machine shall be enclosed along with the quote.

9) The quotations may be submitted in a sealed cover addressed to The Deputy Director General(by name-Dhrubajyoti Adhikari, SAO), Doordarshan Kendra Guwahati before the due date of opening of quotations.

10) The last date for receipt of quotations shall be on 20.02.2020 at 1400 hrs & it will be opened on the same day at 1500hrs.

Copy to :-
1) Website of Prasar Bharati,
2) Notice Board, Doordarshan Kendra, Guwahati.
3) Notice Board, HPT/ PPC Block, Guwahati.

Dhrubajyoti Adhikari
Sr. Administrative Officer
For DY. Director General (E).
**PRICE BID FORMAT** for comprehensive AMC of Photo copier Machines.

<table>
<thead>
<tr>
<th>SL. NO</th>
<th>Photo copier Machine Make/Model and locations..</th>
<th>FSMA charges per copy</th>
<th>Monthly minimum billing (No.of copies/prints).</th>
<th>GST in %</th>
<th>Scope of FSMA</th>
</tr>
</thead>
</table>
| 1.     | Xerox-5021(Ground floor DDK)  
        | Xerox-5016(1st floor DDK)  
        | Xerox-5021(2nd floor DDK)  |                         | 3.       |                |
| 2.     | Xerox-5016(Ground floor PPC Block)  
        | Xerox-5020(1st floor PPC Block) |                              | 4.       | Scope of AMC  
        |                |                           |          | covers        
        |                |                           |          | Spares, Services &  
        |                |                           |          | Consumables of  
        |                |                           |          | Tonner/Drum  
        |                |                           |          | cartridges etc.|
| 3.     | Xerox-5225(News Section.) |                          |                              | 5.       |                |

**For rates quoted, the GST rates shall be applicable extra.**

Signature of the authorised Representative of the Agency along with their Office Seal.