

# UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE A

**Dr. J. Sen**  
Controller of Examinations  
(Officiating)



ENLIGHTENMENT TO PERFECTION

0353-2776365  
0353-2699283  
P.O.: North Bengal University,  
Raja Rammohunpur,  
Dist.: Darjeeling,  
West Bengal, India,  
Pin: 734 013.

Ref. No.: 605/A/CE-2017

Date: 15/11/2017

## Notice inviting Quotation

Sealed quotations are invited from the interested vendors for Annual Maintenance Contract (comprehensive: with spare and non-comprehensive: without spare) of Xerox / Canon Copier Machines of the Office of the Controller of Examinations, University of North Bengal. The quotation, with terms and conditions, in sealed cover are to be submitted within 23.11.2017 by 2:30 p.m. at the address mentioned below. The sealed quotation shall be opened in the Office of the Controller of Examinations, University of North Bengal on 23.11.2017 at 3:30 p.m. The vendor or his representative with proper identity proof may be present at the time of opening the quotation. The quotation should be duly signed with the official seal of the vendor. Quotation submitted without GST Certificate & PAN No. shall be summarily rejected.

### **Terms and condition:**

#### **Vendor:**

- Shall service, maintain and keep the Equipment in good working order without any additional charges at the Users request.
- Shall repair and service the Equipment at the Users request and shall quote rate of the spares (in case of non-comprehensive AMC) for up keeping of the equipment.
- Shall provide the said services during normal working days (currently 9:30 a.m. to 5:00 p.m., Monday to Saturday except general and public holidays).
- Shall provide Time to Time (at least once in a month) Free Preventive Maintenance Calls and as when required.
- For comprehensive AMC all spares (OEM) shall be provided by the vendor and for non-comprehensive AMC spares will be procured as per the procedures as laid down by the G.O. concerned.
- Payment will be made on quarterly basis on receiving satisfactory service.

15.11.17  
Controller of Examinations  
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## FORMAT FOR QUOTATION

Name of the vendor :  
Address :  
Phone No. / Mobile No. :  
GST No. :  
PAN No. :  
Validity period of the quotation :

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### **Description of works:**

Sl. No.	Items	Quantity	Rate of AMC (Rs.)	Taxes
01.	Canon Copier Machine [Model No.: IR-6055]	2 Nos.		
02.	Xerox Copier Machine [Model No.: 5200]	1 No.		
03.	Duplicating Machine [Model No.: 180 RIZO]	1 No.		

Address for submission of the quotation:  
The Controller of Examinations,  
University of North Bengal,  
Raja Rammohunpur,  
P.O.: North Bengal University,  
Dist.: Darjeeling,  
Pin: 734 013.

Signature of the vendor  
(with official seal)