



National Centre for Sustainable Coastal Management

(An Autonomous Body of the Ministry of Environment and Forests, Govt. of India)

Koodal Building, Anna University Campus, Chennai 600025, INDIA

Phone: (+91) 44 2230 0108, Fax: (+91) 44 2230 0108, Website: www.ncscm.org



Ref. No.3-5(3)/Admin/NCSCM/2013/2

5th June 2014

Request for Quotation

To

Sir/Madam,

Sub: Invitation for Quotations for Comprehensive Annual Maintenance Contract for Printer/Scanner machines

You are invited to submit your most competitive quotation for **Comprehensive Annual Maintenance Contract for Printer / Scanner machines.**

S.No.	Item Description	Manufacturer	Model	Qty
1	All in One - Copier	Canon	IR ADV 4045	1

Terms/Condition

1. The bidder should be an Authorized service centre of the manufacture for the region in which NCSCM office is located. Enclose a valid certificate or letter issued by the manufacture.
2. Contract is valid for a period of ONE YEAR from the date of signing the contract by both the parties.
3. Each unit should be provided one routine service per month during the contract period, which would amount to minimum 12 routine services in a year.

4. Comprehensive Annual Maintenance Contract should include all expenses relating to service charge, transportation, labour charges, spares and consumables (Except Toner/Cartridges).
5. Any problems arising with the Printer/Scanner machines during the contract period should be rectified as and when the problem arises at no extra cost. This is beyond the routine services.
6. The total number of Printer/Scanner machines may vary based on the actual need.
7. The same contract value should be applicable for any Printer/Scanner machines that would be added to the contract, proportionate to the contract duration available unused.
8. The Prices shall be quoted in Indian Rupees only.
9. Sales tax, Service tax, VAT and any other taxies, duties or levies in connection with the sale/service shall be shown separately in the quotation.
10. The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
11. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
12. You should quote PAN, TAN, VAT & Registration Numbers, Service Tax numbers, authorized certificate number whichever is applicable.
13. The payment for the contract value may be released after the satisfactory completion of all the routine services or as negotiated between the parties. However, any advance payments can be made only upon the bidder/service provider producing an bank guarantee to an NCSCM for an equivalent value of the advance.
14. You are request to provide your quotation on or before 20th June 2014, 3:00 P.M.
15. All communication are to be addressed to " The Director ", National Centre For Sustainable Coastal Management, Koodal Building 2nd Floor, Anna University Campus Chennai-600025.

This is issued with the approval of the Competent Authority


5/6/14
Manager (Admin/HR)



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S.No.	Item Description	Manufacturer	Model	Qty
1	Laser printer HP CJL professional	HP	CP5225DN	2
2	Laserjet 9040DN printer	HP	LJ9040DN	2

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S.No.	Item Description	Manufacturer	Model	Qty
1	Contex A0 Size Scanner	Contex	RA67G	1

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