



# GOVERNMENT ENGINEERING COLLEGE

(Dept. of Technical Education, Govt. of Gujarat)

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सत्यमेव जयते

GECR/Corpus/AMC Copier Machine/Inq/18-19/ 180

Date: 02/05/2018

## INQUIRIES

Sub.: Quotation for Annual Maintenance Contract for Canon Copier iR 2420L & iR 2525 (Comprehensive & Non Comprehensive).

Sir,

I have to request you to sent your valued QUOTATION for the items mentioned in the statement enclosed (where necessary), with this letter. The following **Conditions** should be complied within your quotation and failure to which will render your quotation liable to rejection. The quotation should be sent in a **sealed cover**. Outside the cover it should be clearly written **“Quotation for Annual Maintenance Contract for Canon Copier iR 2420L, IR2002N & iR 2525 (Including the repairing/replacement of all spare parts and tonner and drum as and when require)** . last date **22/05/2018** . If this writing is not shown outside the cover, the cover is likely to be opened earlier and be rejected. **Price List of all genuine parts must be attached duly signed by authority.**

1. The last date for receiving the quotation is **22/05/2018** , and the quotations will be opened at 16:00 hrs on **23/05/2018** . You may remain present at the time and date of opening, if you so desire.
2. Your rates should be strictly **F.O.R. Institute, inclusive of all taxes, GST & whatsoever**. In case of Sales Tax, we shall furnish the tax exemption “P” or “D” form, as and when necessary (and if required), as the case may be. This being a Govt. Institute you are allowed to charge the sales tax as per the norms laid-down by the Central/State Govt.
3. The specifications of each item quoted should be completely described in the quotation. These specifications should be the same as those given in the statement enclosed herewith. In case you are unable to quote for one or more item/s, exactly as per the specifications of the tender/inquiry, you may quote for the item/s having identical or nearest resembling specifications stating respectively in accordance with specifications of the item offered by you differs with those prescribed by us.
4. Rate must be quoted in specified units mentioned in the tender/quotation form.
5. The machines cover under AMC must be serviced properly once in a month and maintenance report duly signed by respective HOD should be submitted to store invariably by the service engineer.
6. **Conditional tender will not be accepted.**
7. The validity period for the quotation should be at least 3(three) months or more from the date of opening of tender/quotation. Tender/Quotation once submitted shall remain final and irrevocable.
8. Items should be given in same serial number in the quotations as given in the tender form.
9. The inspection of the materials for approving them will be done only after the receipt of the goods by this Institution. Payment will be made only after the receipt of totally ordered acceptable items. Every effort will be made to make payment at an earliest, but in no circumstances any offer of discount for early payment will be accepted and any such offer of discount shall mean that you desire to give the said discount, and the said discount will be deducted from your bill under all circumstances.
10. Goods/Articles ordered are not receivable by retrieving documents through bank as no Security Deposits or Earnest Money Deposit are taken from the bidders nor the inspection of goods is carried out prior to the dispatch.
11. This Office reserves the right to accept or reject any or all quotation/s without assigning any reason.
12. You may please note that you have to quote only those items which are ready in your stock and the delivery can be made within **01** weeks.

Yours faithfully,

Attachment: - Annexure

PRINCIPAL,  
GOVT. ENGINEERING COLLEGE,  
RAJKOT.

**Annexure-**

**LIST OF Canon Copier Machine Under Annual Maintenance Contract with  
Department and Deadstock Number.**

ક્રમ નં.	વિભાગનું નામ	ઝેરોક્ષ મસીન ડેડ સ્ટોક નં.	Remark
1	EC	GECR/TEQIP/DS/03/01	Canon Copier IR2420L
2	IC	GECR/TEQIP/DS/03/02	Canon Copier IR2420L
3	CE	GECR/TEQIP/DS/03/03	Canon Copier IR2420L
4	Mech	GECR/TEQIP/DS/03/04	Canon Copier IR2420L
5	Auto	GECR/TEQIP/DS/03/05	Canon Copier IR2420L
6	Civil	GECR/TEQIP/DS/03/06	Canon Copier IR2420L
7	Library	GECR/TEQIP/DS/03/07	Canon Copier IR2420L
8	Admin (Acct)	GECR/TEQIP/DS/03/08	Canon Copier IR2420L
9	GTU	GECR/TEQIP/DS/03/09	Canon Copier IR2420L
10	GTU	GECR/TEQIP/DS/03/10	Canon Copier IR2420L
11	Admin (Store)	GECR/TEQIP/DS/03/11	Canon Copier IR2525
12	Principal Office	GECR/TEQIP/DS/03/12	Canon Copier IR2002N

**List of Parts Need supply as and when required.**

Sr. No	Parts Description -For Canon Copier IR2420L	Price In Rs.	Tax GST in Rs.	Amount In Rs.
1	Drum Unit NPG 28			
2	Toner NPG 28			

Sr. No	Parts Description -For Canon Copier IR2525	Price In Rs.	Tax GST in Rs.	Amount In Rs.
1	Drum Unit NPG 51			
2	Toner NPG 51			

Sr. No	Parts Description -For Canon Copier IR2002N	Price In Rs.	Tax GST in Rs.	Amount. In Rs.
1	Drum Unit NPG 59			
2	Toner NPG 59			