



Surat Municipal Corporation

Fire & Emergency Services

Head Quarter, Muglisara, Surat : 395003

Phone : 0261-2423751-56 Control room : 24141495-96, Fax : 2451935 Mo.9724345553

To,

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Sub: Quotation for Annual Maintenance service of copier Machine.

Dear Sir/Madam,

Sealed quotation is hereby invited for Annual Maintenance service of copier Machine by meeting the below mentioned minimum specifications.

Sr. No	Particular	Qty	AMC Rate Per Month (Inc.Taxes)	AMC Rate Per Year (Inc.Taxes)
1	Toshiba Estudio-3518A, Digital Multifunctional copier with Duplex unit (ADU), (Sr.No. CZLL48987) AMC Period (01 year)			
			Total	

❖ TERMS & CONDITIONS

1. Quotation once offered shall not be withdrawn by Vendor and offered rates shall be valid for 180 days from the end date of this bid.
2. Quotation once accepted shall be binding to the Vendor/Contractor.
3. The rates quoted must include all taxes, duties/ levies, GST (Goods and Service Taxes) freight, insurance, transportation, delivery, and Loading unloading at the site etc.
4. Right to accept any or to reject any or all the Quotation or reduced the scope of work without assigning any reason thereof is reserved by the competent authority of Surat Municipal Corporation, Surat.
5. Quotation to whom the award is made must enter into agreement and other formalities as per latest govt. guidelines.
6. While Calculating total amount, quantity to be taken into consideration will be the quantity executed and not the quantity put to quotation.

7. AMC Service is inclusive of services and replacement of all spares like Motors, Gears, Solenoids, Clutches and Electronic circuits.
8. Consumables like Tonner, Drum kit, Heater kit, and Lamps accessories charges will be bare by Surat Municipal Corporation.
9. Contractor has to bare any installation/replacement/ insurance charges.
10. Within AMC period any complaint regarding malfunctioning of machine shall be attended within 24hrs. by supplier.
11. For genuine service & repair/maintenance bidder should have valid authorization certificate of Service/Maintenance/Repair for TOSHIBA Photo copier Machine. Preventive Maintenance visit shall be made quarterly in a year.
12. Payment will be made after submission of invoice , and it may take at least 1- month time to complete the process of Payment subject to fulfillment of entire document related criteria required by the Account/ Audit department of SMC as well as mentioned in this bid.
13. Firm who have not registered party code in SMC, may also apply for the said work subjected they have to generate the party code of the payment purpose by submitting required documents.
14. Quotations received after due date will not be considered.
15. Quotations sent by post or courier of services or in person is preferable.
16. The contractor will submit the invoice to the SMC having GSTIN of SMC mentioned therein and the taxes shall be shown separately on the face of the invoice to claim as ITC by SMC.
17. Sealed envelope should bear on top: **"Quotation for Annual Maintenance service of TOSHIBA copier Machine."**
18. Quotation must be sent in sealed cover on or before 25/06/2024 up to 18:00hrs to the below mentioned office:

Chief Fire Officer
Fire & Emergency Services
2nd floor,Muglisara Fire Station,
Gordhandas chokhawala Marg,
Mugalsarai, Surat. 395003.

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FES/Outward No/604
Date:07/03/2024

Chief Fire Officer
Fire and Emergency Services
Surat Municipal Corporation