

PRASAR BHARTI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN NEWS, DOORDARSHAN BHAWAN,
COPERNICUS MARG, NEW DELHI

No. DDN-5(2)/2012-G

Dated: 09 October, 2017

Subject:- Quotation for AMC of Photocopy Machine regarding.

Dear Sir,

You are requested to furnish your quotation for Annual-all-in-maintenance contract in respect of following photocopier machines, as per requirements given below:-

S.No.	Model No. of Photo Stat Machine	Room No.
1.	Sharp MX-4529	225, Commercial Section
2.	Sharp MX-453	101, Caretaker Section
3.	Kyocera 4500	221, Sh.Raman Hitkari
4.	Kyocera 2200, Medium Size	419
5.	Kyocera FSC8520MFP	514, Photo state Section
6.	Sharp Photostat machine	404, Store Section

- Your quotation should reach this office Room No.434, Tower 'B' Doordarshan Bhawan, Copernicus Marg, New Delhi latest by 12:00 pm on 27th Oct., 2017.
- The cover of the quotation should be as follows –
- Write clearly in block letters '**QUOTATION FOR PHOTOCOPIER MACHINE**'
- Your address and name of the Company with telephone number.

- The quotations will be opened on 27.10.2017 at 4:00 PM.
- The amount for maintenance of our machine (with parts, accessories, installation and repairs/replacement of parts etc. to the machine installed by the Company) should be mentioned separately and clearly for each machine in the quotation.
- Services of the contractor will be on demand as per our requirement of 24 hours news channels.
- The quotations will be for one year, which may be extended on mutual consent for another one year.
- You or your authorized representative may be present at the time of opening of quotation.
- Terms and conditions will be signed between the office and successful bidder.
- Payment will be made on quarterly basis after satisfactory services/duly verified by Store Incharge/Caretaker. No advance payment will be made.

If the performance of the firm under contract is not found to be satisfactory during the contract period, the contract is likely to be cancelled prematurely with short notice.



Anil Kumar Khurana
(Sr. Administrative Officer)