



ରାଜସ୍ୱ ଅଧିକାରୀ ପ୍ରଶିକ୍ଷଣ ପ୍ରତିଷ୍ଠାନ

ଗୋପାଟଣା, ଭୁବନେଶ୍ୱର, ୭୫୧୦୦୩



୦୬୭୪-୨୫୫୮୮୭୧
୦୬୭୪-୨୫୫୮୮୭୦
୦୬୭୪-୨୫୫୮୮୭୨
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To

QUOTATION CALL NOTICE

NO. IT-X-2/18 2333 /25.10.18

Subject: - AMC for photocopier machines - regarding.

Madam/Sir,

Sealed quotations are invited from reputed vendors of Bhubaneswar for providing Annual Maintenance and repair of **2 Canon iR-ADV 4245 Photocopier Machines** installed in Revenue Officers' Training Institute, Gothapatana, Bhubaneswar for one year from the date of award of contract on approval by the competent authority. The details of the photocopier machines are furnished in **Annex-I. Only authorized vendors of Canon photocopier machines may submit the quotations. The terms and conditions (Form of Contract) for AMC are given in Annex-II.**

The quotation should be submitted in a sealed envelope super scribed as "**QUOTATION FOR AMC FOR PHOTOCOPIERS**". The quotations must accompany an Earnest Money Deposit of Rs. 2000/- in the form of a Demand Draft drawn in favour of the Director, Revenue Officers Training Institute, Gothapatana, Bhubaneswar. The quotations submitted without EMD will be rejected summarily.

The quotations addressed to **the Director, Revenue Officers' Training Institute, Gothapatana, Bhubaneswar may be submitted latest by 11.00 A.M on 08.11.2018.** The quotations submitted after the stipulated time and date will not be entertained.

The quotation will be opened on the same day at 3.30 PM in the Conference Hall of this Institute. You may depute your authorized representative to be present while opening the sealed quotations.

Your faithfully,

Director, ROTI

Memo. No. 2334 dt 25.10.18

Copy to the SIO, NIC, Bhubaneswar, with a request to upload the tender documents on the website of ROTI under Tender Head.

Director, ROTI

FORM OF CONTRACT FOR CANON PHOTOCOPIERS

1. The Annual Maintenance Contract as per Full Service Maintenance Agreement (FSMA) is being entered into Revenue Officers Training Institute, Gothapatana, Bhubaneswar hereafter referred to as ROTI with (the address of the firm).
2. The FSMA executed hereunder commences from and expire on.....
3. Maintenance service shall be provided only during normal working hours of ROTI, Gothapatana, Bhubaneswar.
4. For proper maintenance of the system, preventive maintenance shall have to be carried out by the Vendor on monthly basis.
5. **The payment of photocopier machines will be paid on half yearly basis after the service.**
6. Response time of a call should be within 24 hours and in case of any failure to respond within the stipulated time, a penalty @ 500 per working day shall be imposed which will be deducted from the payment of that quarter.
7. However, clause (6) will not apply if a stand-by machine is provided by the Vendor.
8. **Replacement of all the parts in the machine shall be done within the FSMA charges.**
9. In case of violation of any the terms of the contract, the Revenue Officers Training Institute, Gothapatana, Bhubaneswar will be entitled for claiming damages from your firm.
10. Revenue Officers Training Institute, Gothapatana, Bhubaneswar will have to ensure safe and proper custody of all the machines which are herewith brought under FSMA.
11. In case the services are not found satisfactory, Revenue Officers Training Institute, Gothapatana, Bhubaneswar can terminate the contract by giving a notice of two weeks.
12. **Reading of the photocopiers will be counted from the first day of the award of AMC.**

Signature of the Authorized person:

Authorised Officer, ROTI,
Gothapatana, Bhubaneswar,

Name:

Name:

Designation:

Date:

Designation:

Date:

Witness:

Witness:

DETAILS OF CANON PHOTOCOPIER MACHINES

Sl.No	Make	Model No.	Machine Serial No.
1	CANON	iR-ADV 4245	TYJ17267
2	CANON	iR-ADV 4245	HYV22399