

O/o AGM (HR), Chhattisgarh State Power Holding Company Limited

No. 01-02/Photocopier/ 631

Raipur, Dated : 15 MAR 2022

To,

M/s-----

Sub:- Enquiry for installation of 01 No. Digital Photocopier Machine on monthly rental basis for Addl. Chief Medical Officer, CSPHCL, Raipur.

Dear Sir,

Please quote your lowest rate for installation of 01 No. Digital Photocopier Machine on monthly rental basis for Addl. Chief Medical Officer, CSPHCL, Raipur as per following specification and quality and accepting all terms & condition given hereunder. Offer in sealed cover quoting this office reference on the top of envelope should reach this office on or before **05-04.2022** up to 12:00 PM. The offer will be opened on the same day at 01.00 PM.

| S. No. | Description | Qty. |
|--------|--|--------|
| 01. | <u>Work-</u> Installation of Digital Photocopier Machine on monthly Rental basis. <u>Tenure-</u> 03 Years from the date of installation of Digital Photocopier Machine. | 01 No. |

Terms & conditions:-

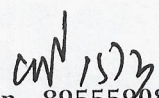
- 1. Taxes:-** Taxes indicated separately, registration of GST is necessary.
(GST no. should be indicated in offer)
- 2. Price:-** The accepted prices as mentioned in the schedule of this order are firm and no variation will be entertained till completion of the contract.
- 3. Payment:-** The payment shall be made within 30 days through monthly bills on submission of bills along with counter reading duly verified by OIC.
- 4. Security Deposit:-** 10% of order value by DD in favour of CSPHCL, Raipur within 30 days from date of issue of order. No interest shall be paid by CSPHCL on the Security deposit. In case of non-fulfillment of contractual obligations by the contractor, the security deposit shall be forfeited. This Security Deposit will be released after satisfactory completion of work.

5. Other Taxes:- Taxes or duties imposed by the Central/State Government or Local body from time to time during currency of the contract shall be applicable and borne by the firm.

6. Officer-In-Charge:- The Addl. Chief Medical Officer, CSPHCL, Raipur will be the OIC for the said work.

7. Contractor Riders :-

- i. The charges for the photocopy is payable on the basis of actual meter reading. The bill in triplicates should be submitted to The AGM (HR), CSPHCL, Raipur duly verified by the OIC. The payment will be released within 30 days from the date of receipt of bill.
- ii. The accepted rate is inclusive of proper servicing and replacement of consumables and all defective spares including toner, drum, drum kit, H-kit, Lamps, mechanical spares, PCBs etc. including maintenance of all faults except paper & electricity.
- iii. The maintenance of machine is to be done periodically. The Service Engineer/ Technician shall attend the machine in case of any breakdown within 02 hours of information.
- iv. In case the machine remains under breakdown for more than 48 hours suitable replacement is to be provided immediately, failing which penalty@Rs. 100/ machine/day shall be deducted from the next bill.
- v. The contract is awarded for a period of 03 (Three) years, which can be extended for a further period as deemed fit on the same rates, terms & conditions, on satisfactory performance.


(S.K. Jain - 89555908)
MANAGER (P&S)

O/o. ADDL.GENERAL MANAGER (HR)
CSPHCL, Raipur