

BID FORMAT

SI No:	Description of work	Unit in words	Rate (Rupees)	
			Figures	Words
1	Taking up all the repairs/ maintenance and services of the Photocopier machine Toshiba E-studio 3518A, Machine SR.No.CZDJ49529 attached to the Board section including replacing all the consumables and fittings like drum, roller, developer & toner, complete without any extra charge for four years as per the Quotation Notice No.GAD/Board//MC-Photocopier/2021-S Dated:22.09.2021 (charges per copy to be quoted without GST).	One copy		

**Signature of Quotationer
Name & Address**