

SERVICE CONTRACT FOR THE PHOTOCOPIER E-STUDIO 2307 ATTACHED
TO SE(CM)'S DIVISION

General Conditions

1. The work under this contract covers Annual Maintenance Contract (AMC) for the Photocopier Machine Toshiba E-Studio 2307 attached to SF(CM)'s division.
2. The Contract is for a period of 1 year using per copy contract basis and the party shall be responsible to provide all spares, consumables including Drum, Roller Developer, Toner and all services during the AMC period, without any extra cost.
3. Payments will be made online on quarterly basis after completion of each quarterly service.
4. The quotationer may quote their rate in per copy basis in the schedule attached.
5. The rate quoted shall be excluding Goods & Service Tax (GST). The GST will be paid extra by the CoPT.
6. The Quotationer shall have valid GST Registration number. GST as applicable for the work will be paid extra by the Port. The GST applicable as per I a V, can be billed on the Port Trust, which will be paid to the Quotationer by the Port along with the bills. for which the Quotationer shall hold valid GST Registration number.
7. The quotationer is responsible for all the damages/repairs being occurred during repair/maintenance period of the of the Photocopier machine.
8. Quotations shall be valid for a period of 60 days from the due date of submission of quotation.
9. A register shall be maintained by the quotationer for entering the readings for each payment. The register shall be duly certified/ signed by the Officer-in-Charge of the machine for each payment. Invoice for payment shall be furnished along with the register.
10. When any repair/service of the machine is reported, the same shall be attended immediately within a reasonable period.

SIGNATURE OF QUOTATIONER

SCHEDULE OF QUANTITIES OF WORK

SERVICE CONTRACT FOR THE PHOTOCOPIER E-STUDIO 2307

ATTACHED TO SE(CM)'S DIVISION

Sl. No	Description of work	Unit in words	Per copy Rate (Rupees)	
			Figures	Words
1.	Taking up all the repair/maintenance/ service of the Photocopier Machine Toshiba E-Studio 2307 attached to the SE(CM)'s Division including replacing all the consumables and fittings like Drum, roller, developer & tonner complete without any extra charge during the contract period as per the direction of the Engineer-in-charge. Rate shall be quoted on the basis of the number of copies taken.	One Copy		

Signature of Quotationer