

GOVERNMENT OF ASSAM  
DIRECTORATE OF INFORMATION AND PUBLIC RELATIONS  
ASSAM, DISPUR, GUWAHATI-6

No. AA(S)-2/2000/224

Dated Dispur the 26-5-'2016.

**NOTICE INVITING QUOTATION**

Sealed Quotation on plain papers affixing non-refundable court fee stamp of Rs. 8.25 (rupees eight & twenty-five paise) only are invited from the experienced AMC providers for Annual Maintenance contract of Photostat machine under Total Guarantee (TG) for Digital photocopier Machine installed in the Directorate of Information and Public Relations, Assam, Dispur, Guwahati—06.

The quotation must reach the undersigned upto 1PM on 10<sup>th</sup> June 2016. Quotation received thereafter will not be accepted and the undersigned shall not be responsible for any delay in submission of Quotation.

Intending quotationers(s) shall submit quotations into the Quotation Box kept in the office of DIPR, Assam, Dispur. Intending quotationers(s) shall submit quotations & must submit his/her quotation along with the following documents complete in all respect and duly self attested. Original documents may be verified if necessity arises.

- i. Valid Trade License issued by competent authority.
- ii. PAN Number (Permanent Account Number)

Intending quotationers should quote the rate of Total Guarantee (TG) in per copy plus service Tax extra as applicable. The rate should be written both in figure & words. There should not be any over writing, erasure in the rates. In case of over writing or erasure or any such alteration, the quotation shall be rejected outright. Once the rates offered in the quotation are accepted, no enhancement will be entertained at any circumstances. DIPR reserved the right to cancel any or all quotations without assigning any reason thereof

**Terms and Conditions :**

1. Under this contract the AMC provider shall provide comprehensive coverage of the machine in terms of spares & consumables, provide services, spare parts & Consumables required for maintenance of the machine within the contract period.
2. The firm shall have its own qualified Mechanics and the work should not be given to any other as sub-contractor in any case.
3. The firm will be required to attend to the 'Break-down' calls within 24 hours of complain. For this purpose, the firm will invariably depute one mechanic, thoroughly conversant with the maintenance of the machine. The work is to be carried out mainly in the premises of the DIPR. However, the work which can not be done in office premises would be allowed to be done outside and no extra charges will be paid for this work.
4. If any of the Machine is disposed off or taken off use by the Directorate the payment of the said Machine will be paid till it remained in use.
5. The selected firm has to sign a separate AMC Agreement with the Directorate and shall be binding upon all clauses of the agreement
6. Payments of the AMC will be made subject to the availability of Fund from Government.

*sd/-*  
Director of Information and Public Relations  
Assam, Dispur, Guwahati—06.

Memo No. AA(S)-2/2000/224-A

Dated Dispur the 26-5-'2016.

- ✓ 5. Branch Officer, DIPR Website for uploading the notice in the website.
6. Notice Board.

*P 25/5/16*  
Director of Information and Public Relations  
Assam, Dispur, Guwahati—06.