



Baba Farid University of Health Sciences, Faridkot

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No.16-BFUHS/(PUR-08)2015/ 27766-73

Date : 9/11/15

Subject: Quotation for Spare Services Maintenance agreement (SSMA) of Xerox photocopiers

Sealed quotations are invited for SSMA of following Xerox photocopier machines for a period of one year. You are therefore requested to quote your rates on the following terms & conditions:

Sr. No.	Model No.	Unit	Date of installation
1.	Xerox Photocopier Model WC-5325 Sr.No:- 3322164407	01 no.	04.09.2012
2.	Xerox Photocopier Model WC-5325 Sr.No:- 3322163796	01 no.	04.09.2012

1. Payment shall be made on quarterly basis after satisfactory report of concerned quarter and through cheque
2. Rates should be inclusive of all taxes or taxes (as applicable), if any, be mentioned
3. separately in the quotation and spare parts.
4. You will have to provide regular monthly services at the place(s) in University & its constituent colleges at faridkot) where the machines have already installed.
5. In case of any complaint regarding breakdown of any machine, you will have to depute your mechanic/service engineer within 24 hours.
6. Quote No. of services to be made by you in a year
7. Your firm should have valid PAN no./VAT No. /Bank A/c no. etc

The Rate of above item may be quoted strictly as per the Specification & Model mentioned there above. It is further mentioned that only the terms & conditions mentioned by the University on quotation performa will be considered for supply order

You are requested to quote your lowest rate for above item and quotation, addressed to "The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab)" and the words "Quotation for SSMA services for Xerox photocopier machine" on top of the envelope, should reach this office on or before **23.11.2015 by 3.00 PM.**

Incharge (Purchase)