



Baba Farid University of Health Sciences

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Dated: 10/02/2023

Sub:- Quotations for providing photocopy services on rental basis.

Sealed quotations are invited for following services on the terms & conditions mentioned below:-

Sr. no.	Name of items/Specifications	Quantity
1.	Rental photocopy machine of 20 PPM (copies/min)	01

Terms and Conditions:-

1. Payment : :Payment through RTGS/cheque/NEFT after satisfactory working of machine and verification of the same on monthly basis.
1. Place of installation : Medical Supriendent office, Guru Gobind Singh Medical Hopital, Faridkot
2. Rate :Inclusive of all taxes or taxes (as applicable), if any, be mentioned separately in the quotation.
3. Quantity : Quantity may increase or decrease.
4. Manpower, paper, electricity will be of University.
5. Machine and its full repair by the vendor (inluding consumables)
6. Down time will be never more than 48 hrs.
7. The firm/dealer/vendor should have GST number.

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 rates. The quotation should be addressed to **The Registrar; Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab)** and the words "Quotation for Rental photocopier machine" may please be inscribed on top of the envelope.

The quotations Should reach this office on or before **22.02.2023 by 5.00 PM** through registered post/speed post/courier only. **By hand quotations will not be accepted.**

Prof Incharge (CHED)