



Baba Farid University of Health Sciences, Faridkot

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Sub: Sealed quotations for Spare Services Maintenance Agreement for Canon photocopier machines.

Sealed quotations are invited for SSMA for following two Canon photocopier machines installed at University offices for one year:-

Sr. no.	Model of photocopier machine	Quantity
1.	Canon iR-6075 photocopier machine	01
2.	Canon iR-5055 photocopier machine	01

Terms and Conditions are as under:-

1. Payment will be made quarterly after on execution of rate contract and getting satisfactory report from the concerned department/branch.
2. Rates should be inclusive of all taxes or taxes (as applicable),
3. The period of one year shall be effective from the date of issuance of order.
4. You will have to provide regular monthly services at the place(s) University office where the photocopier machine has installed.
5. In case of any complaint regarding breakdown of any machine, you will have to depute your mechanic/service engineer within 24 hours.

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

You are requested to quote your lowest rates of for SSMA and quotations addressed to **The Registrar; Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab)** and the words "Quotation for SSMA of canon photocopier machine" may please be inscribed on top of the envelope.

The quotations Should be reached in this office on or before **28.07.2022 by 3.00 PM through registered post/speed post/courier only. By hand quotations will not be accepted.**

Prof Incharge (UPFD)