



Ref No: NIRT/STORES/FSK/Xerox machine Hiring/22-23

Dt.21.11.2022

QUOTATION ENQUIRY

Sealed quotations are invited on behalf of the Director, ICMR- National Institute for Research in Tuberculosis, Chennai-31 from the authorized suppliers/distributors for hiring of Xerox/photocopying machines. Interested firms should submit their offers along with company/personal profile and job experience documents.

Sl.No	Technical Specifications	Quantity
1.	Hiring of Xerox/Photocopier Machine on rental basis (Specification attached)	05 Nos. (Accounts Dept.-01 No. HIV/AIDS Dept- 01 No. Project Cell-01 No. Establishment-01 No. & Stores Dept. -01 No.)

The quotation superscribed as “**Quotation for Hiring of Xerox Machine**” addressed to the Director, ICMR-NIRT, Chetpet, Chennai-31(Attention: Administrative Officer – Stores) should be either dropped at the Stores Department at NIRT or sent through Speed Post / Courier or by E-mail (with signature & seal in company letterhead to nirtdirector.ps@icmr.gov.in. latest by **05th December, 2022 till 3.00 P.M.**

OTHER TERMS & CONDITIONS

1. This is an enquiry & must not be treated as an order.
2. The NIRT Office reserves the right to accept or reject any or all applicants without assigning any reasons.
3. Any decision taken by the Director, NIRT at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any quarter in that regard shall be entertained.
4. No advance payment will be made. The payment will be made on receipt of services availed and satisfactory report of the end users.
5. No extra payment on account of loading, unloading charges etc.
6. NIRT, Chennai will not be responsible for any delay for receipt of Proforma Invoice.
7. NIRT, Chennai does not bind itself to accept the lowest quote & reserves the right to accept the same in part or full. Furthermore NIRT, Chennai has the right to reject any or all Quotations without assigning any reason.


ADMINISTRATIVE OFFICER

SPECIFICATIONS FOR HIRING OF PHOTOCOPIER MACHINE-05 Nos.

- Any Branded Model with Digital Black & White A4/Legal/A3 Size with mono photo copier/Network Printer/Black and white scanner/duplex/ Duplex Automatic Document Feeder.
- The agreement period 02 years from the date of installation.
- Rental Charges include all spares/periodical service & Toners except Paper, electricity & Manpower.
- NIRT will not be responsible for repair of the machine and will not bear any expenses including for toners, spares and repairs etc. Repair should be rectified within 48 hours on lodging compliant. If not incidental expenses will detected form the bill.
- Payment Condition: Bill submission on completion of every month on or before 05th of every month.

The Office will take into account for the following criteria for selection of L1 for hiring of Photocopier/Xerox machine-05 nos at ICMR-National Institute for Research in Tuberculosis, No.1 Mayor Sathiyamoorthy Road, Chetpet, Chennai-31.

1. Monthly Rental charges per Xerox Machine
2. How many free copies per machine in the monthly rental charges.
3. Charges per copy above free copies.

SL. No.	Description	Monthly Charges	Free copies Per month/ Per Machine	Rate against charged copies	GST
1.	<u>Hiring of Photocopier Machine-05 Nos.</u> Any good branded model with Digital Black & White A4/Legal/A3 Size with mono photo copier/Network Printer/Black and white scanner/duplex/ Duplex Automatic Document Feeder				


Administrative officer