

Board of School Education Haryana, Bhiwani

Quotation Notice

Subject: AMC Of Canon IRC 3226 With DADF & Tonner Colour Printer .

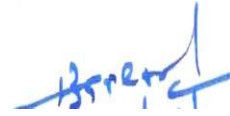
Quotation Notice No: 187/ MM Cell

Date: 01Sep 2025

Quotations are invited for the rates of the service listed in the Annexure –I, subject to the terms and conditions mentioned in Annexure-II. Quotations must reach to the Assistant Secretary (MM Cell) Room No. 76 Choudhary Devi Lal Bhawan, Board of School Education Haryana, Bhiwani by mail(online) at E-mail address: ratesbseh@gmail.com at **10:00AM** on **11.09.2025** the latest.

In case the quotationer does not implicitly follow all these instructions terms and conditions (as in Annexure-II) quotations may not be considered.

Quotations will be opened on the same day at **11:00 AM** by the authorized committee in the presence of such quotationers or duly authorized representatives thereof as may care to attend.



Asstt. Secretary (MM Cell)
For Secretary

Board of School Education Haryana, Bhiwani

ITEMS REQUIREMENT LIST

For Quotation Notice No. 187/ MM Cell

Date:-01 Sep 2025

Subject: AMC of Canon IRC 3226 With DADF & Tonner Colour Printer

1	2	3	4
S.No.	Particulars of the Photocopier Machines /Model No.	Qty.	AMC Rate (including GST)
1.	AMC Of Canon IRC 3226 With DADF & Tonner Colour Printer	01	

(Space to be used by the Quotationer the annexure-I is to be used by the quotationer for quoting the rates of the items both in figure and words. The same annexure is to be sent back to board after filling up the rates)

It is certified that the instructions, terms and conditions of the Quotation Notice are acceptable and the rates of the items in Annexure-I quoted by me are correct.

- 1 Name of Quotationer-----
- 2 Name of Firm/Agency-----
- 3 Address Firm/Agency-----
- 4 PAN No.-----
- 5 TIN No.-----
- 6 Regn. No of the firm/agency-----
- 7 Name of the Bank in which Quotationer has account-----
- 8 Name of the Branch of the Bank-----
- 9 Account No fo the Quotationer-----
- 10 I.F.S.C. Code of the Bank Branch-----

To

The Assistant Secretary
(MM Cell),
Board of School Educaton Haryana

Signature of Quotationer
with seal/stamp

TERMS AND CONDITIONS

1. The contract will be initially awarded for a period of one year.
2. The Contract may be renewed on year-to-year basis for a maximum period of next two years subject to providing satisfactory services as per terms and conditions of contract.
3. In case, no action is taken on complaints related to AMC within 03 days, the contract of the firm can be cancelled without assigning any reason.
4. The Annual Maintenance Contract (AMC) will be inclusive of all spares for the maintenance of machines except consumeables i.e.paper, toner,drum unit and developer.
5. In case of any defect/fault in the machine, the firm will have to undertake the job immediately on receipt of the complaint and ensure the machine is brought to working condition within two working days. If the services are not provided within the stipulated time, the contractor shall be liable for payment of penalty of Rs. 200/- per day. BSEH will also have the option for taking services from other agencies and recover the cost from the firm to whom AMC is given.In case, no action is taken on complaint by the firm within three working days, the Performance Security will be confiscated and contract may be terminated without notice. Such firms will be blacklisted and forbidden from future tender activities of the institute.
6. The contract can be cancelled at any stage without assigning any reason, if the services are not found satisfactory.
7. The firm must have its office and proper workshop having all the facilities for repair of photocopiers machine. The office may inspect the premises, before award of the contract. The work awarded cannot be outsourced to other agency.
8. The Firm taking part in quotation must be an authorized service provider. All consumables and spares must be genuine & manufactured by Canon or reputed company. Any used/old duplicate, compatible or spurious parts or consumables supplied will attract rejection of full lot of supplies and a penalty to the tune of double the bill amount for the same.

9. The Performance Security @ 10% of the anticipated cost of full service maintenance agreement AMC in the form of Demand Draft or RTGS in favour of Secretary, Board of School Education Haryana, Bhiwani from a nationalized bank will have to be deposited by the successful firm before undertaking the contract. The Performance Security shall remain in force for a period of 60 days beyond the date of Completion of all contractual obligations of the supplier including warranty obligations.
10. Periodical visits should be made by the qualified and well experienced (not less than 3 years) engineer of the firm/company at least once in a month, for preventive maintenance of the machines. The visit will be recorded in the register kept in the Office. Not to provide preventive maintenance may attract penalty to the extent of monthly charges of AMC for the machine.
11. The Firm taking part should be authorized dealer of the MFD/ Photocopier Machine for which he/she applied for AMC and also have manufacturer's of authorization Form (MAF) in the name of Secretary, Board of School Education Haryana, Bhiwani for this AMC only issued by the Canon India. (Essential Condition)
12. The provision of maintenance/service shall be from Monday to Friday between 9:00 A.M. to 5:00 P.M. In emergency the services shall be provided by the vendor beyond these hours with prior arrangement without any additional cost.
13. The Institute will recover TDS and other applicable taxes etc. as per rules from the payment to be made to the firm.
14. Incomplete Quotation in any aspect, is liable to be rejected without giving any notice.

