

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
OFFICE OF THE DY.DIRECTOR GENERAL(ENGG.)
HIGH POWER TRANSMITTERS,ALL INDIA RADIO
MARVE ROAD,MALAD (W)
MUMBAI-400095.

NO.5(2)/2020-21/G 175

Date: 18/08/2020

SUBJECT: ANNUAL MAINTENANCE CONTRACT FOR UPKEEP AND MAINTENANCE OF PHOTOCOPIER MACHINE CANON IR 2004 (FULL SERVICE MAINTENANCE AGREEMENT)

Sir,

This office is having one photocopier machine **CANON IR 2004** As such; we are interested in giving **FULL SERVICE MAINTENANCE CONTRACT** of this photocopier machine for one year.

The quotation should be sent to this office in sealed cover addressed to the Dy.Director General(Engg.) HPT,All India Radio,Marve Road,Malad(W),Mumbai-400095. So as to reach on or before 10/09/2020 at 03.30pm the cover should be super scribed with the following details. Quotations not properly super scribed will not be considered.

(a) ENQUIRY REFERENCE

(b) DATE OF OPENING

The quotation will be opened in the office of the undersigned at HPT,AIR,Malad,Mumbai On 10/09/2020 at 03.30 pm in presence of such tenders who choose to attend.

Yours faithfully,

 18/8/20

(Meena Joshi)

Drawing & Disbursing Officer
for Dy.DirectorGeneral(Engg.)

TERMS AND CONDITION

- 1.The quotation submitted should remain open for acceptance for a period of **THREE MONTHS** from the date of opening them.
- 2.The contractor himself will be responsible for any mishappening/accident occurred to his worker.
- 3.This office reserves the right to terminate the contract if the service are found unsatisfactory.
- 4.The decision of the Head of Office in the matter will be final and undisputable.
5. Income tax wherever applicable will be deducted from your bills at the prescribed rate and certificate thereof will be issued.
6. Payment will be made within 30 days after satisfactory completion of work on monthly basis.
- 7.The work of FSMA will include comprehensive maintenance OF photocopier machine, supply of Toner including cost of spares in case of repair.
8. Rates per copy to be billed on monthly basis may therefore be quoted in your offer/Quotation.

TERMS & CONDITIONS

1. The above contract shall commence with immediate effect and remain in force for a period Of 1 year here after.
2. The contract duly signed is enclosed.
3. (a) Before starting the work, the contractor is to obtain work permit from respective Section/store section in charge/officers and intimate the names of his workers/employees.
(b) That you shall have to take all the safety precautions before starting the work in co-ordination with the EOD/in charge of the concerned section.
(c) The contractor himself will responsible for any mishap/accident occurred to this worker.
(d) The work should be commenced within a week and shall be valid until the term of the contract.
(e) The employees/workers or laborer engaged by your firm for the above work will be under Your charge and that, you will be responsible for and to make good all injuries, damages and repairs occasioned or rendered necessary by fire/accidents/mishaps or other causes and the contractor will also be responsible for any damage to the property of this office or injury to Employees of this office due to neglect by his employees/workers.
(f) You are required to submit a copy of insurance taken for workers carrying out the above Work before proceeding with work order.
(g) it is the responsibility of contractor to follow local rules for employees labour.
(h) This office reserves the right to terminate the contract if the workmanship/service is found Unsatisfactory. The decision of the head of office in the matter will be final and undisputable.
(i) Only pre-receipted bill in duplicate is to be submitted after completion of work every month along with completion certificate.
(j) Income tax will be deducted from your bills at the prescribed rate & certificate thereof will be issued.
(k) Payment will be made within 30 days after satisfactory completion of work or the date of receipt of the bill whichever is later.

For Dy. Director General (Engg.)

Moshi
18/8/20

Terms & Conditions read over and accepted.

(Contractor)