

प्रसार भारती/ Prasar Bharati  
भारत का लोक सेवा प्रसारक/ India's Public Service Broadcaster  
उच्च शक्ति प्रेषित्र केंद्र / High Power Transmitter  
आकाशवाणी- मालाड (प.)/ All India Radio - Malad (W)

मुंबई- 400 095 / MUMBAI - 400 095

Email:mumbai.malad@prasarbharati.gov.in

hptairmalad@gmail.com

No. HPT/AIR/Malad/ Dated : 03/03/2022

Dated : 02.06.2022

To,

Subject: - Enquiry for Annual Maintenance Contract for upkeep and Maintenance of Photocopier machine CANON IR 2004 (Full Service Maintenance Agreement)

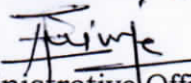
Dear Sir,

This office is interested to get Annual Maintenance Contract of Photo copier machine for a one year i.e. period from 1.7.2022 to 30.6.2023. It is requested that your quotation with sealed cover addressed to Director (Engg) HPT AIR Malad(W), Mumbai may be submitted to this office on or before **20.06.2022 upto 15.30 Hrs.** The same quotation will be opened on the same day at 14.00 Hrs. in the presence of official staffs and agencies representative. The work details are as given below.

S.No.	Description of works	Quantity	Unit	Amount	Remarks
1	AMC of Photocopier Machine Model No. IR 2004 (Period from 01.07.2022 to 30.6.2023)	1 (One) Machine	Per copy		

**Terms and condition of AMC are mentioned on back side**

Yours faithfully,

  
Administrative Officer  
For Director (Engg)

HPT AIR MALAD (W) MUMBAI.

**TERMS AND CONDITION OF WORKS**

1. The quotations should be sent in sealed cover addressed to the undersigned.
2. The cover should be super scribed with the following details
  - a) Job work for which quotation is enclosed
  - b) Reference to letter of enquiry
  - c) Due date of opening quotations.
3. The quotation will be opened in the presence of the undersigned after receiving in the Presence of such quotations or their agents as my choose to attend.
4. The quotations submitted should remain open for acceptance for a period of 90 days from the date of opening.
5. The work of FSMA will include comprehensive maintenance of photocopier machine, Supply of Tonner including cost of spares in case of repair.
6. Only good quality materials confirming to IS standard (wherever applicable) should be used for the work and work should be guaranteed for quality.
7. Safety precaution are to be followed strictly.
8. This office reserves the right to terminate the contract if the workmanship is found unsatisfactory. The decision of Head of office in the matter will be final and Undisputable. Further this office reserves the right to reduce or increase the quantity depending upon the actual requirement. The unit rate quoted in the quotation shall be applicable to the quality for which order in placed.

  
For Director(Engg)/HOO