

DIRECTORATE OF SPORTS
PANJAB UNIVERSITY, CHANDIGARH

No. 7249-57/DS

Dated:- 13/08/2015

Notice Inviting Quotation

Sir,

Kindly quote lowest rates for the Annual Maintenance Contract of Two Photo Copier Machine (Xerox Model No WC 5020DN & Sr. No. 3315236648, 3330410603) of Directorate of Sports for the financial year. 2015-16.

Sr. No.	Scope of work
1	All spares that need replacement on crossing their life and changed on ongoing basis.
2	Consumables like toner, developer, drum/copy cartage to maintain the best copy quality output.
3	Even stabilizer (Supplied by Xerox) is covered under this contract.
4	Quote minimum rate for Per copy as per meter reading.
5	Any no. of Service and when required.

Terms and condition:

1. Quotations must reach this office by 02 September 2015 at 4:00 PM.
2. The quotation must be superscripted as “**Annual Maintenance Contract for Photo Copier Machine**” in the name of “**The Director of Phy. Education, & sports, Panjab University, Chandigarh**”.
3. Please quote your rates inclusive of all taxes.
4. Please quote our letter no. and date in your letter of quotation.
5. The quantity can be increased or decreased according to need.
- 6 The contract can be terminated at any time by giving 15 days notice in case of unsatisfactory service.
7. Decision of the undersigned shall be final.

(Dr.Parminder Singh)
Director Phy.Edu & Spors