

# MUNICIPAL CORPORATION, CHANDIGARH.

To

- 1 M/s Quick Office Solutions,  
#2199, Manimajra Town,  
  
Chandigarh.
- 2 M/s Saini Tec.  
#2200, Manimajra Town,  
  
Chandigarh
- 3 M/s Modern Electronic System,  
SCO.124-125, Sector 34/A,  
  
Chandigarh.
- 4 M/s Bala Ji Sales,  
SCO.1138-1139, Sector 22/B,  
  
Chandigarh.  
  
Memo No.MCC/CMC/CT/2011/  
  
Dated

**Subject: Quotations for Installation of Photostat Machines on Monthly Rent Basis.**

Please refer to the subject noted above.

The sealed quotations are invited for installation of approx.16-17 photostats machines on monthly rent basis in the different branches of Municipal Corporation, Chandigarh. The terms and conditions as enumerated below:-

- 1 The photostat machine provide along with stabilizers should be reputed brand, possessing the latest features and should be new or not more than 2 years old.
- 2 You will provide all the spares and consumables e.g. Toner, drum, developer etc. free of cost.
- 3 The period of contract will be initially for one year and is likely to be extended upto three years subject to the satisfactory performance of the services by you.
- 4 You will provide prompt service for repair and maintenance and you will attend to the complaints within 24 hours.

- 5 The Corporation will pay fixed rent on monthly basis upto a maximum of 3000 copies per month and quote the rate per copy in excess of 3000 copies.
- 6 The machine will be operated by the staff of Municipal Corporation, Chandigarh.
- 7 The matter will be sealed in the presence of branch Incharge at the time of installation. The seal of the meter will be broken at the end of each month for recording the meter reading in the presence of the branch Incharge and fresh seal will be fixed immediately thereafter.
- 8 In case the photostat machine or the stabilizer become(s) non functional due to some major defect then the same will be replaced by the service provider within 5 days of request made by the office.

You are requested to send quotations for installations or photostat machines on monthly rent basis, which should reach this office by 3.00 p.m. on 08.08.2011.

The quotations so received will be opened on same day at 3.30 p.m. in the office room of the undersigned in the presence of parties, who may wish to attend. Quotations received after the given date and time shall not be entertained.

The Municipal Corporation, Chandigarh reserves the right to accept or reject any quotation without assigning any reason. The envelope of quotation should be super scribed "QUOTATIONS FOR INSTATION OF PHOTOSTAT MACHINES ON MONTHLY RENT BASIS."

Chief Accounts Officer,  
Municipal Corporation,  
Chandigarh.