

Government of Himachal Pradesh  
Department of Personnel  
SAR&I-I Section

No. Pers (SAR&I-I)7(G)2-6/2018-I

Dated, Shimla-02, the

06/Aug/2024

**NOTICE INVITING QUOTATION**

Sealed quotations are invited on behalf of the Governor of Himachal Pradesh for following works so as to reach to undersigned on or before 16/08/2024 by 5.00 PM. The quotations shall be opened on 20/08/2024 at 3.30 P.M. in the Office of undersigned room no. 106- Armsdale building, H.P. Secretariat, Shimla -02 in the presence of bidders or authorized person.

Sr. No.	Particular	Rate
1.	Installation of 06 Nos. Brand new A3 multifunction photocopier machines with duplex printing in H.P. Secretariat on rental basis (Three A3 multifunction machines with SPDF facility & print speed 45 PPM or higher whereas other three A3 multifunction photocopier machine with SPDF facility 23 PPM or higher).	Per photostat copy

**Terms and Conditions:-**

1. The Firm will install photocopier machines for a period of two years if the services found satisfactory this period can be extended for another one year.
2. All the maintenance of photocopier machines will be responsibility of firm & no extra payment shall be paid on this account by Department.
3. The firm shall provide all spares & consumables i.e. cartridge/toner etc. (original) of Photocopier(s) in a time bound manner so that official work may not suffer and no payment for these spares & consumable will be made by the Department.
4. The Department will provide, its own operators for operating/handling the Photocopier(s). The Firm will impart training to operators if required.
5. Photostat paper, space for rental Photocopier(s) and electricity will also be providing by Department.
6. The payment shall be released to Firm on completion of each half year.

**Contd.**

7. The Firm shall attend promptly breakdown of the machines whenever reported by the Department. The Firm has to rectify fault within 4 working hours from the time of lodging complaint or a standby machine shall be provided for breakdown period of the faulty machine, failing which penalty of Rs.1000/- will be imposed per day and same amount will be deducted by the Department from the payment to be paid in future to the firm.
8. In event of major repairs necessitating removal of the machine to the service centre, the Department will not pay any transportation/ handling cost involved.
9. The Firm shall submit Service Tax/PAN no. and undertaking that they have never been black listed by the any Govt./Semi Govt. Organization.
10. The Firm must have five years experience in the field of providing such services.
11. The Firm will have to submit a Bank guarantee of Rs. 30000/- in favour of Secretary(SA) to the Government of H.P., HP Secretariat Shimla-02.

*Anjana*

(Anjana Kumari)

Under Secretary (SAR&I-I) to the  
Government of Himachal Pradesh