

DOCUMENT

The General Administration Department, A.P.Secretariat, IGC, Velagapudi desires to install One (01 No.) Photocopier-cum-Xerox Machine, on hire basis **with man-power**, for the period of One year, in the General Administration (SC Wing) Department located in the 1st Floor of 5th Building, Interim Government Complex, A.P.Secretariat, Velagapudi, Guntur District.

2) The interested firms registered in Andhra Pradesh State are requested to submit their SEALED quotations, as per the terms and conditions shown below, in the name of the Deputy Secretary to Government (General), General Administration (OM-I) Department, A.P.Secretariat, IGC, Velagapudi, Guntur District:-

- a) The service provider quote the price **per each copy**.
- b) The service provider/agency has to provide the service of photo-copying work by providing latest Photocopier-cum-Xerox Machine.
- c) The remuneration will be paid basis on per each copy based on meter reading.
- d) No deposit / advance will be paid by the Government for the Photocopier-cum-Xerox Machine installed and other charges on consumables like Toner, etc.
- e) Service charges, spares cost, etc., will be borne by the service provider/agency.
- f) Space for installing the Photocopier-cum-Xerox Machine shall be arranged by the General Administration (OM-I) Department and Electricity Consumption Charges will be borne by the General Administration Department.
- g) The Xerox Paper shall be provided by the Agency.
- h) The Service Provider/agency should furnish the bill based on the meter reading and duly furnishing the bill with proper authorisation for every month.
- i) The required machinery for such work should be installed by bidder himself.
Service Timings: 9.30 AM to 6.00 PM or as specified from time to time or according to the urgency work.
- j) The Government have right to withdraw the agreement at any time during the contract period, without any notice.
- k) Last Date for submission of Quotations **21-09-2020**.


SECTION OFFICER