

## DOCUMENT

The General Administration Department, A.P. Secretariat, IGC, Velagapudi desires to install One Photocopier-cum-Xerox Machine on hire basis & with manpower, for the period of One year, in the General Administration Department Hall, Ground Floor, 1<sup>st</sup> Building, A.P. Secretariat, Velagapudi, Guntur District.

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

- 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, spare parts etc.
- e) Service charges, spares cost, etc., will be borne by the service provider/agency.
- f) Space for installing the Photo copier-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 in the first week of every month without fail.
- i) Last Date for submission of Quotations: 28.9.2020 upto 12.00 Noon.  
Opening of Sealed Quotations: 28.09.2020 at 03:00 PM
- j) Services are also needed some times beyond office hours during the cabinet meetings and some urgent meetings on prior intimations by sections.**
- k) Contract will be cancelled when proper response is not taken without giving any notice.**

*K. Padumeja*  
SECTION OFFICER