

THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI

(Incorporating the Vidarbha Co-op. Bank Ltd.)

Scheduled Bank

REGIONAL OFFICE, NAGPUR

Dr. Dhananjayrao Gadgil Marg, P.B. No. 317, Mahal,

NAGPUR- 440 032.

TENDER NOTICE

We invite sealed tender for "**Supply of Xerox (Copier) Machine on Rental Basis**" for three years from 01.10.2018 to 30.09.2021 at our Regional Office, Nagpur.

Interested contractors should submit their quotation on or before 14.09.2018 during office hours i.e. 10.15 am to 5.00 pm. (Mon. to Sat.) except 2nd & 4th Saturday & Holiday in Two bid format i.e. 1) **Technical Bid** & 2) **Commercial Bid** at given address as per following terms & conditions. Technical Bid will be opened on 15.09.2018 in presence of Bidders. Offer should be as per following terms & conditions

Terms & conditions.

* Quotation for "**Supply of Xerox (Copier) Machines on Rental Basis**" Name, Address & telephone number of supplier should be mentioned on respective envelopes. i.e. 1) **Technical Bid** & 2) **Commercial Bid**

- Rates should be inclusive of monthly servicing, refilling of toner & Spare parts.
- Quotation should be inclusive of GST.
- Proper discount should be given on waste copies.
- Quality & standard of copy to be maintained during the contract period.
- Payment will be made monthly after submission of bill and report duly signed by concern authority as per Meter reading.
- Minimum capacity of machine should be 15000 copies per month.
- Quotation should be for the period of three years. Period of Rent agreement is not negotiable.
- Company should observe all provisions of Labour Act.
- Any mishap or accident while carrying out work of maintenance will be the responsibility of contractor.
- Stop gap machines to be provided in case of major repairs. And new machines to be provided if necessary.
- Bank reserve all rights to accept or reject any or all tenders without giving any reason.

Address:-

The Joint Manager,
The Maharashtra State Co-op. Bank Ltd.,
REGIONAL OFFICE, NAGPUR
Dr. Dhananjayrao Gadgil Marg,
P.B. No. 317, Mahal,
NAGPUR – 440 032.
Phone No. 0712- 2729096/97, 27278346.

Note:- No Negotiation will be held in this context so contractors are requested to quote the competitive rates.