

**COMMISSIONERATE OF CT & GST, ODISHA (At -Cuttack)**

**(FINANCE DEPARTMENT, GOVERNMENT OF ODISHA)**

**CCT-OE-STOCK-0004-2021-----9192-----**

**Date :-----01.06.23**

**QUOTATION CALL NOTICE**

The undersigned is directed to invite sealed Quotation from the Authorized Service Providers having valid and up-to-date Certificate of GST Registration for providing Annual Maintenance Contract (AMC) for 06 (Six) Toshiba Copier Model e-Studio at Commissionerate of CT & GST, Odisha, Baniyakar Bhawan, Old Secretariat Compound, Buxi Bazar, Cuttack- 753001. The Interested bidders may submit their Sealed Quotations mentioning “**AMC for Toshiba Copier Model e-Studio for Commissionerate of CT & GST, Odisha, Cuttack**” on the top of the sealed envelope with name, address and contact details of the bidder showing clearly to the following contact latest by **3.00 PM on 29.06.2023**.

**CT & GST Officer (OE)**

**Commissionerate of CT & GST, Odisha**

**Baniyakar Bhawan, Cantonment Road,**

**Cuttack-753001**

Sealed Quotations will be opened on dated **29.06.2023 at 4.00 P.M.** before the purchase Committee in the presence of the bidder(s) or any of their representatives.

The details of the Quotation Call Notice, Terms and Conditions of AMC Service along with make, model and configuration of the Copiers are as follows:



Sl. No.	Name of equipment and Capacity	Make	Quantity (in Nos)
1	Toshiba Copier Model e-Studio 457	Toshiba	01
2	Toshiba Copier Model e-Studio 2006	Toshiba	03
3	Toshiba Copier Model e-Studio 195	Toshiba	01
4	Toshiba Copier Model e-Studio 206	Toshiba	01

**General Terms and Conditions:**


1. The agency should be in possession of valid Registration / Authorization for Toshiba Copier from Original Equipment Manufacturer (OEM).
2. The rates quoted should include all applicable taxes.
3. Regular servicing and inspection of the Photo Copiers should be carried out at least once in a month by the service provider, preferably during the 1<sup>st</sup> week of every month.
4. The service provider should perform preventive maintenance to the equipments mentioned above and its accessories as per the service manual provided by OEM.
5. The Service provider should also attend any breakdown/malfunctioning of the machine immediately on call.
6. An agreement detailing the terms and conditions should be executed with the service provider for entering into an AMC.
7. The service provider shall furnish full experience details indicating the parties with whom similar assignments (AMC) were undertaken.
8. Agency has to submit the service report along with the bill duly signed by the competent Authority.

9. That in case of any violations of the terms & conditions of the contract by the agency, the agreement may be terminated by issue of notice in writing one month in advance. In case of payment related disputes, the same may be settled by both the parties / Authority.

The AMC will be for a period of 1(One) year. However, the AMC may be terminated at any time before the expiry of contract, depending on the requirement / performance of the service provider.

Quotations received in incomplete shape or after the scheduled date and time shall be summarily rejected. The undersigned reserves the right to reject any or all the quotations without assigning any reasons thereof and no correspondence in this respect will be entertained.

**By Order of the Commissioner  
of CT & GST(O), Cuttack**

 01.06.2023

**Deputy Commission of CT & GST (OE)**