



Baba Farid University of Health Sciences

Sadiq Road, Faridkot- 151 203 (Pb.)

Phone: 01639-256232, 256236

Fax: 01639-256234

Website: www.bfuhs.ac.in

e-mail: generalinfo@bfuhs.ac.in and upfdbfuhs@gmail.com

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No.16 BFUHS (PUR-08)2018/ 10636

IT Cell

Sub: repair of photocopier machines.

Sealed quotations are invited for repair of various photocopier machines installed in the University and its constituent colleges from time to time when ever required (make: Xerox and Canon). You are requested to quote the rates as per following (list of photocopier machines attached):

1. Payment through RTGS/NEFT/Cheque on receipt of satisfactory/verification working report of photocopier machine.
2. Rates should be inclusive of all taxes and vendor must quote the discount on spare parts replaced at the time of repair.
3. Please quote service charges for repair the photocopier machine at the place(s) (University & its constituent colleges at faridkot) where the machines have been installed.
4. In case of any complaint regarding breakdown of any machine, you will have to depute your mechanic/service engineer within 24 hours.

The Rate of above item may be quoted strictly as per the Specification & Model mentioned there above. It is further mentioned that only the terms & conditions mentioned by the University on quotation performa will be considered for supply order

You are requested to quote your lowest rates of above items and quotations addressed to **The Registrar; Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab)** and the words "Quotation for Repair of Photocopier Machines" may please be inscribed on top of the envelope.

The quotations Should reach this office on or before 4/6/18 by 5 :00 PM through registered post/speed post/courier only. By hand quotations will not be accepted.

Prof Incharge (procurement)