



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, JAIPUR

70/79, Sector-7, Patel Marg, Mansarovar, Jaipur

Phone : 0141-2396428, 2785730 Fax 0141-2784043



Date: 21.08.2014

Notice

Inviting Quotation for Purchase of Photo Copier Machine

IGNOU Regional Centre, Jaipur is planning to Photo Copier Machine for official use from manufacturers or their authorized distributors and also from Government/Semi-Government Organizations and Public Sector Undertaking for supply, installation and commissioning of the item through registered post, speed post, courier. This can also be put personally at the Office of the Regional Centre, 70/79, Sector-7, Patel Marg, Mansarovar, Jaipur on or before 10th September, 2014 with a sealed envelope. Terms and conditions as attached separately. For details, contact to the undersigned at the office of the IGNOU Regional Centre, Jaipur.


Assistant Registrar

21/8/14

Assistant Registrar
Indira Gandhi National Open University
Regional Centre, JAIPUR

Date: 21.08.2014

TERM AND CONDITIONS

1. Indicate complete technical specifications and all features of the quoted Photo Copier Machine and also submit its literature/brochures with a sealed envelope.
2. Supplier should carry an onsite **comprehensive warranty/guarantee** of Photo Copier Machine for a period of at least 24 (Twenty Four) months.
3. If the performance of any individual equipment or System fails to meet the contract specifications then the same should be replaced by the Supplier free of cost during the term of the warranty/ guarantee period.
4. The maintenance services should be **free of cost** during the warranty/ guarantee period.
5. During the term of warranty/ guarantee the service/repair calls should be attended by the Supplier within forty eight hours from the time of such calls. The defective card/item/ equipment should be repaired the same day at Purchaser's location. In case of major defects requiring the defective card/item/equipment to be taken to the Supplier's workshop, it should be returned within a week duly repaired and an immediate substitute card/item/equipment will be provided by the Supplier for the smooth operation of the System. The to and fro transportation of the item should be the responsibility of Supplier.
6. Apart from the service/repair calls, the service engineer deputed by the Supplier should visit the site once every month to assess the serviceability of the System and once in every 03 months to carryout the Preventive Maintenance and diagnostics of the system during the Warranty Period.
7. The Supplier should submit copy of certificates regarding IS/ISI as indicated in the specifications.
8. The Office of the Regional Centre reserves the right to reject any quotations or all quotations without assigning any reasons thereof.


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