

To

Sub : Tender for maintenance of Sharp Photocopier Machines

Sir,

Sealed quotations are invited from authorised service centers for providing maintenance services for Sharp photocopiers installed in its office under Maintenance Contract for a period of **two (02) years**.

2. The interested firms may submit their bids **after inspection of the photocopier machines** in **sealed envelope** Superscribed in Bold Letter as "**Bid for maintenance contract of Sharp Photocopiers**" and address it to the Senior Research Officer(GA), TRAI, Mahanagar DoorsancharBhawan, Jawahar Lal Nehru Marg, New Delhi – 110002.

3. Details of the photocopier machines are given below:-

Sl. No.	Machine Sl. No.	Machine Model	Date of Purchase
1.	45028981	AR M205	28.02.04
2.	45068542	AR M205	08.03.04
3.	3507083X	AR M205	28.02.04

4. The contract will be awarded to the lowest bidder for each machine. However, TRAI reserves the right to award the contract to a single bidder also.

5. TRAI reserves the right to accept or reject any bid without assigning any reason.

6. The bids shall be signed by the authorised signatory of the bidding firm. The bids/quotations received after due date and time will not be accepted.

7. Interested parties are requested to submit their rates in the enclosed proforma for the aforesaid work along with authorised dealer certificate issued by M/s Sharp in a sealed cover **latest by 15:00 hrs on 26.06.12**. The tender will be opened at 15:30 hrs on 26.06.12 in the office of the undersigned at Room No.203, Mahanagar Doorsanchar Bhawan, J.L Nehru Marg, Old Minto Road, New Delhi in presence of the parties.

(S.N. Tiwary)
Sr Research Officer (GA)
Tele: 23211047

Schedule of Rates

Sl. No.	Machine Sl. No.	Machine Model	Rate per Copy (Inclusive of Taxes)*
1.	45028981	AR M205	
2.	45068542	AR M205	
3.	3507083X	AR M205	

* - Taxes, if any should be specified along with present rate of tax.

**Signature
with Seal of Authorised Signatory**