



# NATIONAL INSTITUTE OF UNANI MEDICINE

Kottigepalya, Magadi Main Road, Bangalore – 560 091  
(An autonomous body under Ministry of Ayush, Govt. of India)

Tel : 080-23584260

Fax : 080 -23584180

F.No. 3-25(6)/Xerox (Maintenance)/2013-14/NIUM/B'lore/Stores

17.01.2018

To,

**Sub: Inviting quotation for Repair/Service/Replacement of Spare parts to Toshiba Photocopier machines of NIUM-reg:**

Sir,

With reference to the subject cited above, sealed quotations are invited from the reputed firms/dealers for repair/service/replacement of spare parts to Toshiba E-Studio 2006 Photocopier machines installed at Admin and library unit of this Institute as detailed below:

Admin block				Library block				
Sl. No.	Particulars	Qty	Amount in `	Sl. No.	Particulars	Qty	Amount in `	
1	Heat Roller	01		1	OPC Drum	01		
2	OPC Drum	01		2	Cleaning Blade	01		
3	Cleaning Blade	01		3	Pickup Rubber	1set		
4	Pickup Rubber	1 set		4	Heat Roller	01		
5	Re-condition/full servicing of machine	1 set		5	Main Drive Gear assly.	01		
			Total in `				Total in `	
			Grand total in `				Grand total in `	

**Terms and conditions:**

1. The firm may mention the GST No. Properly
2. The firm may submit the copy of registration of GST Certificate
3. The firm may mention the guarantee/warranty period & time required for completing the above work
4. The firm may mention the service/tax charges separately if applicable
5. The firm may visit the Institute to check the above details before quoting the rates.
6. Any sort of damages caused during the work the firm is wholly & solely responsible
7. The above work shall be completed within the stipulated time as mentioned in the quotation by the firm.
8. For delay in completing the work following Penalty shall be imposed
  - i. For delay of five days 5% of the billed amount.
  - ii. For delay of 6-10 days 10% of the billed amount.
  - iii. For delay of 11-15 days 15% of the billed amount
  - iv. For delay of 16-20 days 20% of the billed amount and there after no payment will be released
9. The payment will be released only after satisfactory performance certificate issued by the concerned.

The sealed quotation cover should be super scribed as “ Quotation for Repair/Service/Replacement of Spare parts to Toshiba Photocopier machines ” and submit to this office on or before 25.01.2018, by hand/post.

Your's faithfully,

Sd/-

**(Nadeem A Siddiqui)**  
**Administrative Officer**