

The Institution of Electronics & Telecommunication Engineers

Supply & Installation of Multifunction Printers cum Photo Copier on Rental Basis

1) Description of Photocopier Required

Multifunction Printer cum Photocopier – Qty one as per following specifications;

- i) The printers must work in the network from Windows 8/10, Windows 7, Windows Vista and Windows XP clients.
- ii) Minimum copying speed 20 ppm
- iii) Paper Size (Original/Image) A-3 & A-4
- iv) Zoom range 25% to 400%
- v) Features Required- Scanning, By pass tray, Resolution 600x600 dpi, Internal Memory, Duplex Printing, USB Scanning

2) Scope of work:

- i) Providing and Installation of the machine as described in Para-1 on rent
- ii) Refilling of cartridge of the machine as and when required
- iii) Routine servicing of the machine as per schedule
- iv) Repair and maintenance of the machine at vendor as and when call for

3) Terms & Conditions

- i) Contractor shall not subcontract the maintenance jobs to any outside agency including their franchisee
- ii) The contract shall be for a period of one year from which the contract is signed
- iii) The contract can be terminated at any time by giving one-month notice to the party in writing at the discretion of this office.
- iv) Payment shall be made quarterly at the end of each quarter on providing satisfactory services certified by the admin department.

4) Tendering Fee

A demand draft of Rs. 1000/- in the name of Secretary General IETE for processing the tenders

5) Last date of Submission -

Interested parties can submit their quotations/expression of interest along with requisite fee in a sealed cover to the Secretary General, IETE, 2, institutional Area, Lodhi Road, New Delhi-03, latest by **31 Mar 2019**.