

Balmer Lawrie & Co Ltd

(A Government of India Enterprise)

Corporate Office: 21, Netaji Subhas Road, Kolkata - 700 001

Branch Office: 301/302, Regency House, 680, Somajiguda,
Hyderabad, Tel # 040-23412792, 23404556

Enquiry Ref: TTC/HYD/2019-20/16

Date:30/07/2019

Sub: invitation for hiring of photocopier cum printer machine

Dear Sirs,

We have requirement for hiring of a high speed black & white photocopier cum printer machine with duplex facility for our office use. We have volume of around 20000 photocopies/prints in a month for which you are invited to submit your best quotation in the following format:

S.NO	Description
1	Rental for minimum 20000 copies and per copy price after 20000 copies

However, while quoting for the tender, you are advised to keep the following conditions in mind:

- 1) The bids need to be submitted strictly in line with the above-referred proforma description of the works.
- 2) Your offered rates should be valid for a period of at least one year with an option to us extend the contract for another one year on the same terms & conditions.
- 3) The rate quoted should be valid for 60 days from the due date of offer.
- 4) Payments will be made within 30 days from the date of submission of bill
- 5) The company has right to terminate the contract at any time without assigning any reason thereof.
- 6) Bids of any tender may be rejected if a conflict of interest between the bidder and the company is detected any stage.
- 7) You are requested to send your quotation in sealed envelope along with your customer list. Your sealed quotation should reach our office on or before 09/08/2019

Thanking you

Yours truly

For balmer Lawrie & co.Ltd.

(Krishnan.s)

Senior Branch Manager

REF : TTC/HYD/2019/20/16

PRICE BID – ANNEXURE -1

INVITATION FOR HIRING OF PHOTOCOPIER CUM PRINTER MACHINE

Name of Company :

Address :

Contact Person Name :

Phone No :

Mobile No :

Particulars	Rate
Model / Make of Photocopier	
Hire Charges per Month inclusive of 20000 copies per Machine	
Per copy charges beyond 20000 copies per month	
GST	%

Note: Above charges quoted should be all inclusive rates except GST