

## DIRECTORATE GENERAL OF HOME GUARDS

File No. GS:42(873)/2012/HG/ 12328-12355  
To,

Dated :  
12-2-16

**Subject :- Quotation for servicing / Repair of Photo Copier Xerox Model-WC-5225 (SI .No. 3316085805)**

Sir,

It is intimated that servicing /Repair for the subject photocopier machine of this Directorate General is required urgently. Therefore, sealed quotation may be forwarded to this Directorate General on credit basis. The details are given below:-

Date of Purchase - 22.03.2011

Present Reading - -----

**NOTE : (A)** Payment will be made through E.C.S for which following Details are required:-

- (i) Name of the Firm
- (ii) Accounts No.(Computerized)
- (iii) MICR code of the Bank (09 Digit Code)

- (B) (i) The firms having proper as well as valid Tin No. / Service tax and Pan No. etc. along with proof are only authorized to forward the quotation.
- (ii) Firm should be registered with Trade and Tax Department and rates of Taxes, if any should be mentioned clearly.


(1) The servicing / Repair includes:-

(A) with replacement of all genuine parts of Xerox Model-WC-5225 only.

(B) After servicing / Repair, valid period of further warranty / Gurranty may be described

- (2) You are requested to forward your sealed quotation in the name of **Office Supdt.** with an inscription on the envelope " Quotation for Servicing / Repair of Xerox Model-WC-5225 (SI .No. 3316085805).
- (3) You are requested to forward the earnest money of Rs. 3,000/- in the form of Demand Draft of any scheduled Bank in the favour of DDO Directorate General of Home Guards Delhi.
- (4) Photo Copier may be inspected at the main store of this Directorate General between 10: AM to 5: PM " Monday to Friday."
- (5) Last date and time for receipt of Quotation will be 3:00 PM on 29.02.2016 and the quotations will be opened at 3.15 PM on the same day. Your representative will be allowed to be present at the time of opening of the Quotation.
- (6) Payment will be made on half yearly basis after satisfactory report from user Branch only.
- (7) The DGHG reserves the right to reject any bid or cancel all the quotation without assigning any reason there of.

Yours faithfully

  
(S.K.SHOKEEN)  
JSO (HG)  
Store Officer

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