



कार्यालय महालेखाकार (लेखा एवं हकदारी), तमिलनाडु, 361, अण्णा सालै, तेनामपेट ,चेन्नै-600018
OFFICE OF THE ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS),TAMIL NADU
361, Anna Salai, Teynampet, Chennai – 600 018
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AG (A&E)/OM I/ III/2021-22/Outsourcing of Photocopiers/

Dt. 08/02/2022

TENDER NOTICE

Sub: Outsourcing of Photocopiers in O/o the AG (A&E) for the year 2022-23

Sealed quotations are invited from Chennai based firms for the supply, installation and maintenance of photocopiers for the period from **01.04.2022** to **31.03.2023** on a rental basis. At present this office is having 12 Nos of outsourced photocopiers as under:-

Cannon ir 3570/2830 B/W (or equivalent models)
A3 print ,copy, scan, Network printer = 4 Nos (Standalone)

Brother / Kyocera/Cannon (or equivalent models)
A4 LGL print copy, colour scan, Network printer = 8 Nos (Table Top)

The rates quoted should be maintained for the whole period. The contract will be governed by the terms and conditions as detailed in the ANNEXURE.

The quotation should be sent in a sealed cover superscribed as,
“**OUTSOURCING OF PHOTOCOPIERS – QUOTATION** and addressed to:

SHRI. N. DINAKARAN, IA &AS
Sr. Deputy Accountant General (Administration),
Office of the Accountant General (A&E),
361, Anna Salai,
Chennai-600 018

so as to reach this office before **04.30 pm** on **18.02.2022**. No notice will be taken of the tenders received after the prescribed date and time. This office reserves all the **rights** to accept or reject any or all the quotations in part or in full without assigning any reason.

Yours faithfully,

Sr. Accounts Officer/OM

Annexure

1. The vendor shall install at the Office of the Accountant General (A &E), Tamil nadu – 600 018, 12 Nos of Photocopiers as detailed in the tender notice. The number of photocopiers to be outsourced may be increased or decreased subsequently at the discretion of AG (A&E).
2. The Vendor will be given space, manpower, paper, electricity at the O/o the Accountant General (A & E).
3. Once installed, the machines should not be removed or replaced without the consent of the Accountant General.
4. All mechanical and electronic spares including Toners, Drums, cartridges etc., should be replaced free of cost and the periodic inspection and maintenance of machines should be done by the vendor for any irregular functioning/breakdown of the machines.
5. Any defect arising during operations should be rectified within the minimum possible time (i.e. 2 hours) by the vendor.
6. The Vendor should submit the monthly charges through an invoice by noting down the Digital display reading of the corresponding Xerox machines.
7. On submission of the Invoice, the Accountant General (A&E) will make the payment within 15 days there from. All the payments will be made electronically.
8. On breach of any of the terms and conditions of the contract, the Accountant General (A&E) is empowered to terminate the contract any time before the end of the agreement period.
9. The contract may be extended for further period(s) at the rate mutually approved upon by the parties.

Sr. Accounts Officer/OM