



कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी), तमिलनाडु
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (ACCOUNTS & ENTITLEMENTS), TAMIL NADU
361, Anna Salai, Teynampet, Chennai – 600018
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PAG (A&E)/OM-I/III/2023-24

Dt: 19/03/2024

TENDER NOTICE

Sub: Outsourcing of Photocopiers in the O/o The Pr.AG (A&E) for the yr 24-25.

Sealed quotations are invited from Chennai based firms for the supply, installation and maintenance of photocopiers for the period from 01/04/2024 to 31/03/2025 on rental basis. At present this office is having 16 Nos of outsourced photocopiers as under: -

Canon B/W (Copier, Printer & Scanner) - 4 Nos (Standalone)

Kyocera /Canon DN (Copier, Printer & Scanner) – 12 Nos (Table top)

(Same or equivalent models are required)

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 sealed cover super scribed as,
“**OUTSOURCING OF PHOTOCOPIERS-QUOTATION**” and addressed to:

SMT S.R.SUBARANJANI, IA&AS,

Sr.Deputy Accountant General (Admn)

Office of the Principal Accountant General (A&E)

361, Anna Salai, Chennai – 600018

so as to reach this office before **04.00pm** of **25.03.2024**. No notice will be taken of the tenders received after the prescribed date and time. This office reserves all **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 Pr.Accountant General (A &E), Tamil nadu – 600 018, 16 Nos Photocopiers as detailed in the tender notice. The number of photocopiers to be outsourced may be increased or decreased subsequently at the discretion of PAG (A&E).
2. The Vendor will be given space, manpower, paper, electricity at the O/o The Principal Accountant General (A & E).
3. Once installed, the machines should not be removed or replaced without the consent of the Pr.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. Extra copies will be calculated by taking total copies used exceeding total free copies.
8. 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.
9. On breach of any of terms and conditions of the contract, the Pr.Accountant General (A&E) is empowered to terminate the contract any time before the end of the agreement period.
10. The contract may be extended for further period(s) at the rate mutually approved upon by the parties.


Sr.Accounts Officer/OM