# SCOPE OF WORK FOR SUPPLY OF RENTAL PHOTOCOPIERS CUM SCANNER AT VIJAYAWADA FOR A PERIOD OF ONE YEAR (W.E.F. JANUARY 01, 2024)

Andhra Pradesh Urban Infrastructure Asset Management Limited (**APUIAML**) requires Photocopier cum Scanner on monthly rental basis at Vijayawada, Andhra Pradesh for a period of one year, and seeks quotations from interested vendors in the following format:

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| --- | --- |
| **Scope of Work** | **Cost (Rs.)** |
| **Make: Canon Photocopier cum Scanner iR 3226**   * Monthly Rent (which covers free Copy/Print)   + A4 Mono   + A4 Color   + A3 Mono   + A4 Color * **Post** Free **copies, Charges per Copy/Print**   + A3 Mono   + A3 Color   + A4 Mono   + A4 Color |  |

# General Terms & Conditions:

1. Vendor would be responsible for:
   * Photocopier cum Scanner maintenance issues, like spare parts and consumables
   * Toners to be provided on time and also one extra toner set need to be placed at Vijayawada office all the time
   * No locking period for this Photocopier cum Scanner supply
   * Photocopier cum Scanner related all technical services
   * Transportation of Photocopier cum Scanner at our following address: Andhra Pradesh Urban Infrastructure Asset Management Limited 4th Floor N.T.R Administrative Block Pandit Nehru Bus Stand Vijayawada -520013
2. Notice period: by either party (APUIAML and Successful Vendor) can submit the termination notice with a prior one month notice in writing without assigning any reason for termination
3. No hidden charges should be charged apart from the cost will be mentioned in the quote
4. APUIAML will make monthly payment through RTGS / Cheque against the Invoice annexed with log report and will raise monthly Invoice on:

**Andhra Pradesh Urban Infrastructure Asset Management Limited** 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station Vijayawada - 520 013

GST No.: 37AAOCA6442P1ZY

Please submit your bid (on or before 3 pm of December 08, 2023) in a sealed envelope at the address given below or by way of mail to Pavan.k@apurban.in & [sairajesh.thota@apurban.in](mailto:sairajesh.thota@apurban.in) with a cc to [pavan.kurumaddali@apurban.in](mailto:pavan.kurumaddali@apurban.in), [harish.nawani@apurban.in](mailto:harish.nawani@apurban.in) and sankar.modugula@apurban.in,

CEO

Andhra Pradesh Urban Infrastructure Asset Management Limited 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station Vijayawada - 520 013

# For any clarification on the, may please be contact to

# Mr. Kola Pavan Kumar (Mobile No. 9966718369) / Mr. Rajesh Thota

**-: DISCLAIMER :**-

The final decision to award contract shall at all times reside with APUIAML. APUIAML Management keeps the full right-

1. to take all decision in respect of the Bidding Process for engagement of vendor for providing Photocopier cum Scanner(s) on rental
2. Not to disclose with anyone the reasons for rejection/ selection of any quote

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