

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176215

Hi.Shi.Bo.(8)/Store-II/43-III/2025/ **1846-1852**

Dated:- **13**-11-2025

From:-

Secretary
HP Board of School Education
Dharamshala-176215

To:-

Subject: - Notice Inviting Quotations.

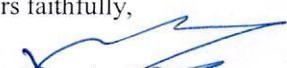
Sir,

Sealed Quotations are invited for **Annual Maintenance Contract of Toshiba e-Studio Photocopier-2329 A**, so as to reach S.O.(Diary Branch), H.P. Board of School Education Dharamshala-176215 on or before **27**-11-2025 by 12:00 P.M. and the same will be opened on the same day at 02:30 P.M. The sealed quotation envelope should be superscripted as "Quotation For "Annual Maintenance Contract"

Terms and Conditions

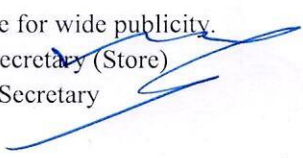
- 1 The rates should be quoted inclusive of all taxes and F.O.R. to Board's office. Rates are to be quoted at **Annexure A**. The rates shall be effective for one year from the date of award/supply order.
- 2 Description of item for which rates are to be quoted is mentioned as **Annexure-A**. Bidder may inspect the machine on any working day with the prior permission of AS (store).
- 3 Unsealed quotation will not be considered and will be rejected straightway.
- 4 Quotation must be accompanied with copy of GST registration number. Bidder is also requested to enclose the copy of PAN as per constitution business (for example sole Proprietor/Firm/Company).
- 5 After repairing Parts/changing the parts, old parts should be handed over to the Board's office.
- 6 Warranty of parts should be for at least six months or for a period as per the policy applied to items in question whichever is higher.
- 7 Labour charges in any case shall not be payable. Price of the spare part shall be shown in the Bill separately if any part of the machine is changed which is beyond warranty/guarantee and AMC.
- 8 The Board shall not be responsible for any postal delays.
- 9 The Worthy Secretary reserves the right to accept /reject any of the Quotation without assigning any reasons.
- 10 If the work is found to be satisfactory then it will be got extended for further one year on the rates agreed earlier.
- 11 Any discrepancy found in repair will result cancellation of contract and the contractor will be blacklisted.
- 12 Successful bidder is required to attend the complaint within 24 hours, otherwise penalty may be imposed for delay ₹ 1,000/- per day. It is necessary in the process of tender to enclose self declaration as per **Annexure-C**.
- 13 That I will deposit 10% amount as performance security of the award value of the work in shape of FDR duly pledged in favour of Secretary, HP BoSE for the period of one year.
- 14 Participating Bidder has to enclose the authorization certificate issued by the manufacture to repair and service aforesaid machine. The certificate so issue must be valid at the time of opening of bids.
- 15 Bidder is also required to furnish Bank detail in **Annexure -B**. Payment to the success Bidder should be made only through RTGS / NEFT. TDS on GST and TDS on IT shall be deducted at the time of payment as per applicability.
- 16 In the event of any complaint, verification, or evidence indicating the use of non-genuine or substandard parts, the Secretary HP Board of School Education shall have the right to immediately terminate the Contract or assignment without any liability, and the Performance Security deposited by the Contractor/Supplier shall be forfeited in full. Such action shall be without prejudice to any other rights or remedies available under the Contract.
- 17 All disputes shall be subject to the jurisdiction of Honorable courts situated in Dharamshala.

Yours faithfully,


Assistant Secretary (Store)
For Secretary

Endorsement No: As above

Copy to In-charge, I.T.Cell to upload the NIQ Document on the Board's website for wide publicity.


Assistant Secretary (Store)
For Secretary

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176215

Toshiba e-Studio Photocopier – 2329 A
Annual Maintenance Contract (AMC)

Name of Firm: _____

Address : _____

Contract No: _____

e.mail Address: _____

Sr. No	Description of Items	Rates without GST	GST Applicable (if any)	Rates F.O.R including GST
01.	Toshiba e-Studio Photocopier – 2329 A			

Undertaking

Certified that I/We have read all the terms and condition of the NIQ. I /We declare that information provided/ document provided are correct and nothing has been concealed. In case of any false document/wrong information suitable action as per law may be taken against me/us.

Dated :

Signature with seal and stamp

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA-176215

Toshiba e-Studio Photocopier – 2329 A
Annual Maintenance Contract (AMC)

1. Name of Firm : _____
2. Address : _____
3. Contract No : _____
4. e.mail Address : _____
5. PAN Number (Attach copy) _____
6. GSTIN Number (Attach copy) _____
7. Valid Authorization Certificate from Manufacture/OEM (Attach copy) _____
8. Whether Annexure-C enclosed or not. _____

Bank Details

Name of Bank : _____

Account No : _____

IFSC Code : _____

Branch Code : _____

Branch Address : _____

Dated :

Signature with seal and stamp

Annexure – C

HIMACHAL PRADESH BOARD OF SCHOOL EDUCATION DHARAMSHALA – 176215

Self Declaration

To

The Secretary
H.P. Board of School Education,
Dharamshala – 176215.

I, _____ (Name), S/o/D/o/W/o _____ aged _____ years,
resident of _____, owner/dealer/vendor/Partner
of M/s _____ (Name of business concern), do hereby solemnly affirm
and declare as under:

1. Declaration of Non-Blacklisting

1. That my business concern has never been blacklisted, debarred, or banned by any Central/State Government Department, Semi-Government Organization, PSU, Board/Corporation, University, or any other Government authority in India.
2. That there is no disciplinary action, banning order, forfeiture of Security Deposit, or pending litigation against my business concern which may affect our eligibility to participate in this NIQ.
3. That if this declaration is found false, the Himachal Pradesh Board of School Education (HPBOSE), Dharamshala, shall have absolute rights to cancel the contract, blacklist my business concern, forfeit Security Deposit, and initiate legal action against me/us.
4. Successful bidder has to deposit 10% amount as performance security of the award value of the work in shape of FDR duly pledged in favour of Secretary, HP BoSE for the period of one year
5. That I/We have read all the terms and condition to NIQ and thereafter participant in the process. All the information and documents provided by me are valid and nothing has been concealed by me/us. For any wrong information and documents action as warranted by authority may be taken against me/us.

This declaration is made in compliance with the terms and conditions of the NIQ.

Name of the Bidder

Dated: _____

Signature with Seal & Stamp