



**BOSE INSTITUTE
KOLKATA**

**FORMAT FOR SUBMISSION OF
EXPRESSION OF INTEREST (EOI) NO. BI/EOI/01/2023-24**

Name of the Item	AMC of Photocopier (Annual Maintenance Contract)
Name of the Office	BOSE INSTITUTE, EN-80, Salt Lake Sector V, Kolkata - 700091.
Name of the Authority	Registrar (Officiating)
Eligibility	The Company should be the OEM / Authorized dealers of the OEM having experience in supply and maintenance of the Photocopier
Service Contract Agreement (Yearly) terms List of Photocopier machines is attached as per Annexure	<u>TERMS:</u> 1. Vendor will provide necessary service support to the equipment including replacement of spares & consumables (except paper & electricity) as and when required. OR 2. Vendor will provide necessary service support to the equipment including replacement of spares as and when required. Consumables (drum/imaging unit, developer/developer unit, toner, fusing unit) will be charged extra as and when required. OR 3. Vendor will provide necessary service support to the equipment. Spares and consumables will be charged extra as and when required.
Tender Value	Rs. 3,36,000/-(approx.) per year for 28 machines (for non-comprehensive)
Bid Validity	120 days
Period of Work (AMC)	Extendable upto 3 years on satisfactory performance in every year
Bid opening Date	27.03.2024 at 12 p.m.
Last date of submission of EOI	22.03.2024 (upto 17.00 hrs.)
Date of Inspection of the photocopiers	15.03.2024
Contact Person	Purchase Section, Bose Institute
Address for submission of EOI	To The Registrar (Officiating) BOSE INSTITUTE, EN-80, Salt Lake Sector V, Kolkata - 700091.
Selection Process	Stage 1: Expression of Interest Stage 2: Quotation proposal submission
<ul style="list-style-type: none">• <u>The EOI will be submitted by Speed Post/Registered Post only</u>• The sealed envelope containing the EOI should be written with “Expression of Interest (EOI) for AMC of Photocopiers in various departments of Bose Institute”	

APPLICANT'S EXPRESSION OF INTEREST

To
The Registrar (Officiating)
BOSE INSTITUTE, EN-80,
Salt Lake Sector V,
Kolkata - 700091.

Date :

Sub : Submission of Expression of Interest for AMC of Photocopiers with Technical Specification with estimated cost.

Dear Sir,

In response to the Invitation for Expression of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we agree to maintain the Photocopiers in your various departments, of Bose Institute under AMC as per terms (1 or 2 or 3).

Organizational details:

1. Name of the Organization
2. Complete Address with Pin Code
3. GST Number
4. Mobile Number
5. Mail ID
6. Name of the authorized person
7. Authorized person's mail ID
8. Authorization Letter from OEM

Experience in related field: Attached documents

Declaration: We hereby confirm that we are authorized dealers of and interested in AMC of the photocopiers as per model number and its specification and also certify that our organization has not been blacklisted. All the information provided herewith is true.

Signature of the Applicant

Stamp

Date

ANNEXURE**LIST OF PHOTOCOPIER MACHINES OF ALL DEPARTMENTS**

Sl. No.	CANON	Quantity
1.	Cannon Image Runner Advance DX C3822	01
2.	Cannon Image Runner 2520W	01
3.	Cannon Image Runner 2202N	01
4.	Cannon Image Runner 2006N	01
5.	Cannon Image Runner Advance DX 4825	01
6.	Cannon Image Runner Advance DX C3830	01
7.	Cannon Image Runner C3120	01
8.	Cannon Image Runner 2625	01
9.	Cannon (DR Office)	01
10.	Cannon ICMF 3010	01
11.	Canon Image Runner DX 3830	01
12.	Canon Image Runner DX 2625	01
13.	Cannon Image Runner Advance 4245	01
14.	Cannon Image Runner Advance DX C3826	01
15.	Cannon Image Runner 2202N	01
16.	Cannon Image Class MF 643 CDW	01
	TOSHIBA	
17.	Toshiba e-studio 256SE	01
18.	Toshiba e-studio 4508A	01
19.	Toshiba e-studio 3518A	01
20.	Toshiba e-studio 201-AC	01
21.	Toshiba e-studio 3518A	01
22.	Toshiba e-studio 2330-C	01
23.	Toshiba e-studio 3518A	01
	HP	
24.	HP Colour Laser Jet MFP E77830	01
	RICOH	
25.	Ricoh – MP 2014	01
26.	Ricoh (Main Campus)	01
27.	Ricoh MP 1600 LE	01
	KONICA	
28.	Konica Minolta	01