



AmulFed Dairy

A UNIT OF GUJARAT CO-OPERATIVE MILK MARKETING FEDERATION LIMITED

(PREVIOUSLY KNOWN AS MOTHER DAIRY, GANDHINAGAR)

PURCHASE ENQUIRY

AFD: PUR: MS: ENQ: PPP

28.03.17

To:

Dear Sir,

Sub. : Enquiry for placing Network printer on rental basis & photocopier machine on rental basis along with copier operator.

We wish to give printing work contract at our different Department for the period of 2017-2018. The scope of work for the same would be as follows,

Sr.No	Department	Minimum Page/Month	Requirement
1	Purchase	2500 Pages	Network Base
2	Admin & HR	2500 Pages	Network Base
3	Account	2500 Pages	Network Base
4	Marketing Account	2500 Pages	Network Base
5	Project Room	2500 Pages	Network Base
6	Milk Dispatch 1	2500 Pages	Network Base
7	Milk Dispatch 2	2500 Pages	Network Base
8	Retail Marketing (GRD)	2500 Pages	Network Base
9	Central Lab	2500 Pages	Network Base
10	Production(Ice +Lab)	2500 Pages	Network Base
11	Logistics (Icecream dispatch)	2500 Pages	Network Base
12	PFP (sector-25, Gandhinagar)	2500 Pages	Network Base
13	FPS (A3 Size Printer)	2500 Pages	Network Base
14	Photo copier machine Minimum 28-35 PPM Speed A3 Size Copy / Print / scan Facility Network Ready Duplex Print / Scan / Copy Stand By A4 Size Multi-functional Printer with same feature with Copier Operator	20,000 Pages	

- ✓ Above quantity is an average on machine per month for whole year however quantity for a month may be more or less as per requirements. Above quantity is minimum commitment as average for 3 months.
- ✓ Any break down in machine should be attended within 4 Hrs. in day time and 8 hrs. in night time. You will carry out machine maintenance regularly and repairs if any.

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- ✓ Any break down in machine should be attended within 4 Hrs. in day time and 8 hrs. in night time. You will carry out machine maintenance regularly and repairs if any.
- ✓ Fault indication to be provided with some suitable output so that operator can attend it immediately.
- ✓ **Kindly send us your most competitive rates, for per print, considering your machine and consumable along with maintenance responsibility.**
- ✓ **Due Date: 12th April 2017**
- ✓ It is not binding on us to accept/ reject the offer & it is also not binding on us to accept the lowest offer. Right to reject any or all the offers without assigning any reason is reserved by us.

We are ISO 9001:2008, ISO 14001:2004 and ISO 22000:2005 certified unit. We follow eco-friendly processes in our factory and expect the same to be followed in your company.

Thanking you,

Yours truly,
From AMULFED Dairy



Purchase Dept.

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Annexure - I

Terms & Conditions:

1. Vendor shall make necessary arrangement for installation of facility to monitor the page counter at any point of time.
2. Invoice shall be raised either on monthly/ quarterly basis. Payment shall be made within 15 working days after submission of Invoice. Basis for the monthly invoicing if any on the pro rata basis of quarterly commitment.
3. A Service Level Agreement (SLA) is to be mutually signed to ensure maximum uptime for the printers.
4. All consumables will be replaced within 4 hours of communication with authorized persons. The consumables should be supplied by vendor only and should not be inferior quality.
5. Vendor shall maintain the printers during the contract period and there shall not be any financial implication on AMULFED Dairy. In case of breakdown of printer, vendor shall ensure replacement of printer with similar configuration or higher configuration printer within 4 hours of confirmation of breakdown.
6. AMULFED Dairy reserves the rights to change the location of the printer within its premises. However, the same shall be communicated to Vendor.
7. Above mentioned charges do not include the cost of stationary consumed.
8. Amendment for any change in Government Levi's, Duty or Taxes shall be given against supporting documents.
9. You are advised to take insurance cover for the printers installed at AMULFED Dairy. AMULFED dairy shall not be responsible for damage to the printers due to natural calamities and accidents.
10. Every month 1% deduction of invoice would be applied for printer testing, counting, cartridge change or repairing purpose for the loss of print paper. The person should bring last month closing reading of total print when come for the current month closing reading of total print.
11. It is advised to send your technical service engineer to visit our place fortnightly for general observation / preventive maintenance to avoid major breakdown.
12. We need stand by printers (3 No.s & Network base) so that the daily routine work should not be affected in case of major breakdown of printers.