



Ref. No.: RGIPT/JAIS/DOSA/QE/2025-26/25

Date: 24.10.2025

To,
M/s [Name of Firm]
Address
Email:
Contact No.:
GSTIN:

Sub: Quotation enquiry for repair & servicing of Xerox Altalink C8030 Photocopy machine at RGIPT Jais, Amethi.

Dear Sir,

We request you to submit your competitive rates (quotation) for repair & servicing of Xerox Altalink C8030 Photocopy machine at RGIPT Jais Campus as per the attached BOQ as **Annexure – 1** on company letterhead.

Terms & conditions:

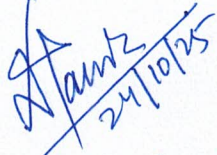
1. The quoted rate should be inclusive of **GST charges**.
2. GST number should be mentioned in the quotation.
3. The quotation should be sent to us duly **Signed and Stamped** only in **Sealed Envelope** and Super scribed as **Ref. No.: RGIPT/JAIS/DOSA/QE/2025-26/25, Quotation for repair & servicing of Xerox Altalink C8030 Photocopy machine at RGIPT Jais** by speed post/courier or by hand to the Office of Dean, Student Affairs, RGIPT Jais, Amethi.
4. **Payment Terms:** 100% payment will be released after successful working of Xerox Altalink C8030 Photocopy machine at RGIPT to the satisfaction of the indenter and submission of the original GST invoice.
5. **Repair & Servicing Time:** Repair & Servicing of the machine shall be completed within 15 Days from the date of receipt of the Work Order.
6. **LD Clause:** In case of delay in repair & service period, liquidated time lapse at the rate of 0.5% of the order value per week of delay or part thereof, subject to a maximum of 10% of the order value shall be recovered from the vendor's bill/invoice.
7. **Warranty:** 06 month warranty of serviced and installed part of the machine.
8. Quotation received after the due date, for whatever reason, will not be considered for evaluation. The order will be awarded to the vendor, whose rate will be lowest in grand total.
9. The Institute reserves the right to accept/reject all or any part of the offer without assigning any reason thereof.
10. Your sealed quotation should be addressed to: **The Dean, Student Affairs, Rajiv Gandhi Institute of Petroleum Technology Jais, Mukhetiya More, Harbanshganj, Tiloi, Amethi, UP – 229304.**
11. **LAST DATE FOR SUBMISSION OF QUOTATION ON OR BEFORE 27.10.2025 BY 3:00 PM.**

Dean, Student Affairs

डॉ० देबाशीष पांडा
Dr. Debashis Panda
अधिष्ठाता, छात्र मामले
Dean, Student Affairs
राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, जयस, अमेठी
RGIPT, Jais, Amethi

Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi

Sl. No.	Item Description	Qty.	Rate	Total Amount
1	Repair & Servicing of Xerox Altalink C8030 Photocopy Machine ESS Network Controller / SPC Board / Mother Board (Against Old Return) Warranty: Six Month from date of Functional of Machine	1		
A	Sub Total			
B	GST @ ____ %			
C	Total Amount (Sl. No. A, B)			


 डॉ० देवाशीष पांडा
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 आरजीआईपीटी, जायस, अमेठी
 RGIPT, Jais, Amethi