

TERMS AND CONDITIONS FOR ANNUAL MAINTENANCE CONTRACT (AMC) OF PHOTOCOPIER MACHINES.

1. Scope of the Agreement

- 1.1 The Service Provider agrees to maintain and service the photocopier machine(s).
- 1.2 The maintenance services will include routine maintenance, repairs, and technical support.
- 1.3 Any parts replaced during service will be governed by the terms stated in Section 4.

2. Contract Duration

- 2.1 The AMC is valid for a period of one year.
- 2.2 Renewal of the contract will be subject to mutual agreement before the end of the term.

3. Service Details/ visits

- 3.1 Preventive Maintenance: Routine servicing will be carried out weekly.
- 3.2 Breakdown Support: The Service Provider will respond to breakdown calls within 24 hours of being notified.

4. Replacement Parts

- 4.1 Genuine parts will be used for replacements.
- 4.2 Costs of parts are charged separately and cost will be as per discount offered on MRP of genuine parts.
- 4.3 Warranty on replaced parts will be till the end of contract or as per company's guideline.

5. Security Deposit

- 5.1 The contractor has to deposit a sum of Rs. 20,000/- as security money in the school office which shall be refunded on completion of the contract. The security money will be forfeited in case of termination of the contract.

6. Termination of Contract

- 6.1 In case the work not found satisfactory or if not as per govt. rules at anytime, the contract will be terminated. The security money deposited with the school will be forfeited.

7. Agreement

7.1 An agreement on stamp paper of Rs. 100/- will be submitted in the office which will be signed by both the parties.

8. Dispute

8.1 In case of any dispute the jurisdiction will be Sonipat court only.

8.2 The contract can be terminated at any time without assigning any reason by Director & Principal MNSS Rai in case of work not found satisfactory.

9. Technical Bid

Sr No	Particular	Document
1	Registration certificate of the firm	
2	Contact No.	
3	E-mail	
4	Pan Card	
5	GST Number	
6	GST Return of last 02 years	
7	Income Tax Return of last 02 years	
8	Copy of Cancelled Cheque	

10. Financial Bid

Sr No	Name of Itme	Rate Offered
1	Price for AMC for 04 nos of Photocopier Machines 02 nos of Sindoh N612, 02 nos of HP Laserjet MFP M436n.	Fill amount in Rupees.
2	Discount Percentage offered on genuine parts on MRP	Fill %age of discount on MRP

Principal & Director
MNSS Rai

27/11/26
25/09/26