



**Bhagini Nivedita College**  
(University of Delhi)  
Kair, (Near Najafgarh), New Delhi-110043

Phone No. 2801 7485 Email – [bnc.kair@gmail.com](mailto:bnc.kair@gmail.com) Fax 2801 8326

Ref. No.: BNC/Admn/1A/876

Date September 23, 2014

To

All Interested Vendors

**Sub: Rate Enquiry for AMC of sewing machines of ADC Lab**

Dear Sir/Madam

You are requested to submit your quotation for Annual Maintenance of 14 sewing machines located in the Apparel Design & Construction lab of our college for a period of 12 months. The details of the equipment to be covered by the AMC are given below:

**Details of the Sewing Machines to be covered under this AMC:**

1. Singer make Industrial Sewing Machines: 10
2. Singer Fashion Maker: 01
3. Over-lock Machine: 01
4. Usha make Quick Stitch Machine: 02

**Terms and conditions of the Annual Maintenance Contract :**

1. AMC provider shall adopt preventive maintenance and shall have the sewing machines inspected and checked once in a month and ensure routine maintenance tasks such as oiling, dust cleaning, etc.
2. AMC provider shall schedule a special preventive maintenance visit in each semester in consultation with the lab in charge to ensure that the equipment covered under AMC remain fit for use in the practical exams conducted by the college.
3. No increase in the amount payable for AMC shall be considered at all during the full period of AMC. Rates quoted shall be all inclusive. No other charges whatsoever will be payable (like transportation, fare etc.) for providing the AMC the services.
4. AMC provider shall carry out repair of problems faced in the use of the sewing machines within a maximum time of 72 hours. Rupees 10 will be deducted as penalty for each day of delay beyond 72 hours per complaint.
5. Representatives of the firm will not remove any part(s) or whole from the equipment without permission of the competent authority in the building or place where the equipment are installed. AMC provider will maintain records of the items taken out for repair/replacement along with the copies of the gate passes issued in this regard.

6. In case of major faults requiring longer repair time, prior permission of BNC would be taken in writing
7. All staff deputed for maintenance work under this contract will maintain discipline and will abide the norms of good behaviour applicable to working in any academic institution.

You are requested to submit your quotations with the best possible all inclusive price with the necessary break up of cost and taxes along with most favourable terms and conditions. Quotations complete in all respects must be sent in sealed envelope addressed to 'The Principal, Bhagini Nivedita College' (University of Delhi), Kair, Near Najafgarh, New Delhi-110043. Please write 'Quotation for AMC of Sewing Machines' on the envelope. Quotations must reach the office of the principal latest by **September 30, 2014**.

  
Principal