

SCHEDULE OF RATES (UNPRICED PART)

BID DOCUMENT No.: BCPL/DIB/C&P/SER/20150254/BB

Date: 29.03.2016

BIDDER MUST MENTION AS QUOTED IN UN-PRICED BID



BCPL LEPETKATA, DULIAJAN & LAKWA

SCHEDULE OF RATES [SOR]

**ANNUAL MAINTENANCE CONTRACT FOR HIRING OF PHOTOCOPIER SERVICES AT BCPL SITE,
LEPETKATA, GDU DULIAJAN, DIBRUGARH & C2+ RECOVERY UNIT, LAKWA, SIVASAGAR FOR A PERIOD OF
TWO YEARS**

SL. NO.	Service Description	Unit of Measure	QTY (A)	Unit Rate/Month (B)		Total Amount / Month (Rs.)	Total Amount for 24 Months (Rs.)
				In figures (Rs.)	In words (Rs.)	C= (AxB)	D= (Cx24)
1	XEROX – A4 SIZE (SINGLE SIDE)	EACH	400 COPIES	DO NOT QUOTE	DO NOT QUOTE	DO NOT QUOTE	DO NOT QUOTE
2	XEROX – A4 SIZE (BOTH SIDE)	EACH	50 COPIES	DO NOT QUOTE	DO NOT QUOTE	DO NOT QUOTE	DO NOT QUOTE
3	XEROX – A3 SIZE (SINGLE SIDE)	EACH	05 COPIES	DO NOT QUOTE	DO NOT QUOTE	DO NOT QUOTE	DO NOT QUOTE
4	XEROX – FULL SCAPE	EACH	<u>10</u> COPIES	DO NOT QUOTE	DO NOT QUOTE	DO NOT QUOTE	DO NOT QUOTE
TOTAL EXCLUDING SERVICE TAX (Rs.):							
SERVICE TAX @ DO NOT QUOTE % :							
GRAND TOTAL INCLUDING SERVICE TAX (Rs.):							

Note :

1. Bidders are required to quote the rates strictly as per the above SOR and not to use any other format.
The evaluation of prices shall be made on overall basis.
2. Quantities shown in the SOR is tentative which may increase or decrease.
3. Rates should be quoted including all taxes & duties except Service tax. Service tax & education cess (if any) shall paid extra at actual.
4. Service tax as quoted will be added for evaluation. The service tax as quoted will only be payable at actual against documentary evidence.
However, statutory variation on the quoted % basis shall be applicable during tenure of contract.

Name of authorized person submitting the tender on behalf of the Bidder :

Designation of authorized person:

Name of firm / Contractor:

Address of firm / Contractor:

Date:

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