



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act. No.25/1975)
NAAC Accredited 'A+' Grade

No. P&S/2026/AMC/XEROX/C-13/ 647
Dt. 2/7/26

Through E Mail:- digicop@rediffmail.com

To

M/s Digicop Xerographic Systems,
9-N, Opp. Sukhda Hospital,
Model Town, Hissar-125005

Sub: - **AMC & Consumables of Xerox Machines**

This is with reference to your request/email dated 06.02.2026 on the above cited subject.

It is to inform you that your request/willingness is considered by the University authorities regarding renewal of AMC of XEROX make Photocopier Machines 05 Nos. installed in the various Offices/Departments of the University as per (**Annexure-A**) on the same rates, terms & conditions of previous contract for another two years with a single date i.e. 01.07.2026 to 30.06.2028 alongwith their respective consumables without any price hike (already negotiated consumables price list - **Annexure-B**).

Stickers having contact No. and E mail Id of your Service Engineer be pasted on the each & every Machine to facilitate the User to contact your Service Engineer for any type of compliant. Proforma attached (**Annexure-C**) be signed/used for satisfactory report from the concerned branch/office/deptt. at the time of payment.

You are therefore, requested to submit the contract papers/MoU afresh having detail of machines of AMC rates as well as final rates of consumables i.e. tonner, drum and developer within 10 days from the issuance of this letter. A Bank Guarantee of 5% of total AMC value will be furnished for the AMC period i.e. 01.07.2026 to 30.06.2028 plus 3 months extra.

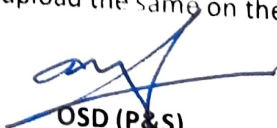
This may be treated as most urgent.


OSD (P&S)

Endst. No. P&S/26/AMC/XEROX/C-13/ 648-653 dated 2/7/26

A copy of the above is forwarded to the following for information and taking further necessary action.

1. All the users (as per **Annexure-A**) HOD's, Branch Officers, M.D. University, Rohtak.
2. Director, Computer Centre, MDU, Rohtak with the request to upload the same on the University Website.


OSD (P&S)

DIGICOP

To

The Purchase Committee

MDU – Rohtak

Subject:- Regarding AMC of Xerox machines.

Respected Sir

Kindly refer our telephonic discussion regarding AMC of Xerox machines please find below details of Xerox machines installed in the MDU.

Sr.No.	Model No.	Serial No.	Place of Installation	AMC amount
1	Vesalink B7025	3942441516	Vice Chancellor Camp Office	15476
2	WC5225	3316112128	CMBT	15476
3	WC5325	3522129326	Microbiology	15476
4	B1022	3430424865	Establishment	15476
5	WC5325	3322129237	Economics	15476

Thnaking you

Yours Truly

ASHOK KUMAR



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28/04/2026

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28/4/26

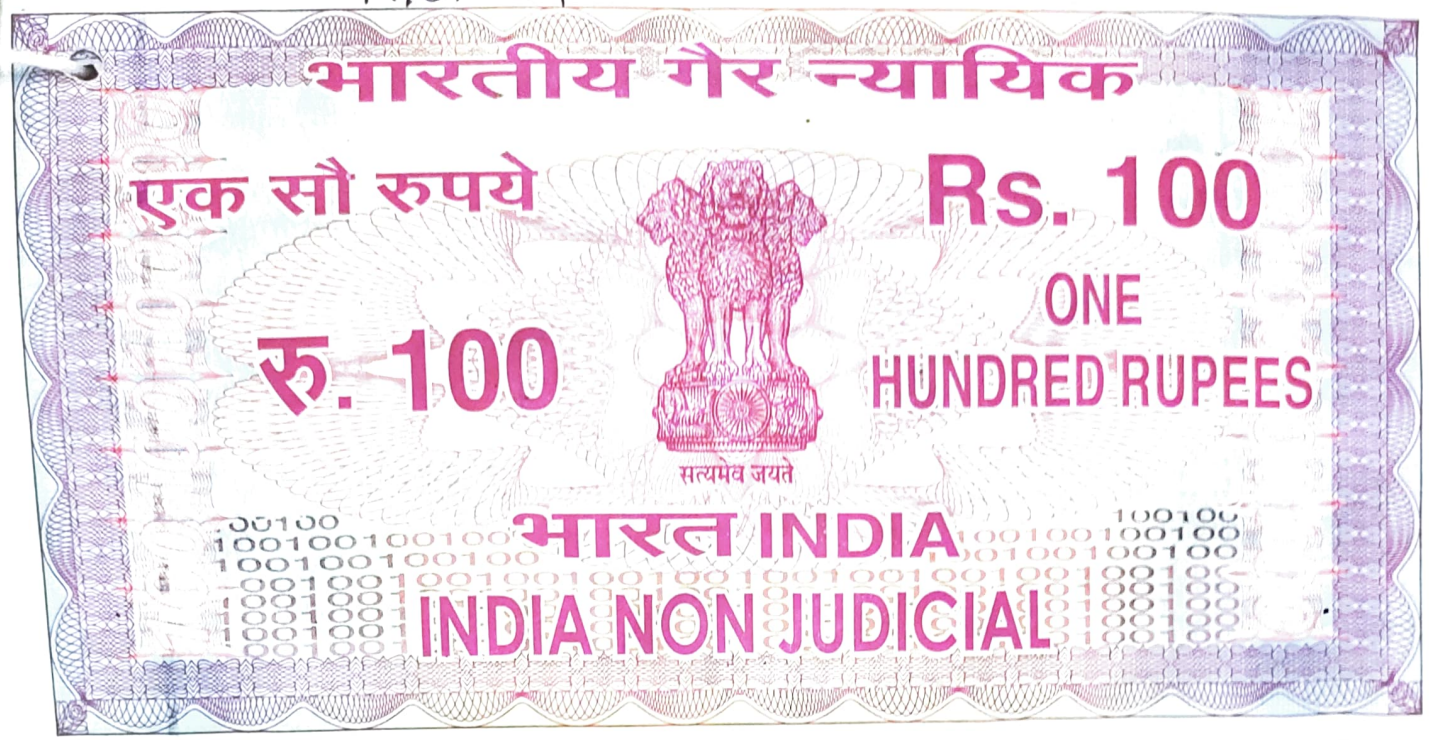
Digicop xerographics System

9-N, Model Town, Opp. Sukhda Hospital,
Delhi Road, Hisar (Haryana)-125005
01662248381, digicop@rediffmail.com

Authorised Sales & Service Agency



PSS-352
14/8/2024
P-3
-124



हरियाणा HARYANA

X 707366

Agreement for Supply of Consumables Xerox Photocopier Machine

for Supply of consumables in refer to your letter No. P&S /Xerox /Consumables /231 dated 12-02-24 and your purchase order no. P&S /23/1703 dt. 08-12-2023 shell supply genuine consumables as per the rate terms and conditions agreed after tender negotiation and negotiation as per company price list. The lowest rate of tender negotiation and lowest price list negotiation was final for supply of consumables which ever as follows.

Sr. No	Name of Department	Model No.	Item name/Drum/Toner /Developer	Negotiated Price without GST	Company Price List Sr. No.
01	CMBT	WC5225	Drum	30271.39	15
			Toner	11985.38	17
02	Microbiology	WC5325	Drum	30191.31	14
			Toner	9620.33	15
03	Economics	WC5325	Drum	30191.31	14
			Toner	9620.33	15
04	Establishment	B1025	Drum	24477.33	9
			Toner	4177.03	7
05	Imsar	B7025	Drum	29682.	6
			Toner	9885	1




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06	Geography	SC2020	Drum	7636	8
			Toner -K	5018	2
			Toner -C	2637.50	3
			Toner -Y	2637.50	4
			Toner -M	2637.50	5
			Developer-Y	3648.75	18
			Developer-M	3672.75	19
			Developer-C	3612.00	20
			Developer -B	3376.50	21

07	MDU Printing Press	C9070	Color Drum	12485	23
			Black Drum	17635	24
			Black Toner	10905	25
			Yellow Toner	14955	26
			Magenta Toner	15024	27
			Cyan Toner	15425	28

This also certified that the rate offering Maharishi Dayanand University Rohtak is not higher than the rate offer to any other university /State government / Central Government, PSU etc.

Note: this is regarding item No. 79 of tender BOQ in which Toner of Xerox Machine SC2020 was consulted Quoted rate for all Toner (Cyan, Magenta, Black , Yellow) Rs. 13125/- but in price list of all four Toner SC2020 are found less in price list after negation so that the arte for four toner are mention separately in the contract The arte of Price list was found on lover side then the rate quoted in tender after negation except item No, 81 of tender which was found lesser so the lesser has been taken from the contract

Terms & Conditions

- 01. GST@18% extra or as applicable
 - 02.100% Payment on delivery
 - 03. Delivery FOR at MDU Rohtak
- Thanking you
Your Truly



For Digicop Xerographic Systems

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DIGICOP

Dated: 1/06/2023

The Negotiation Committee

MDU – Rohtak

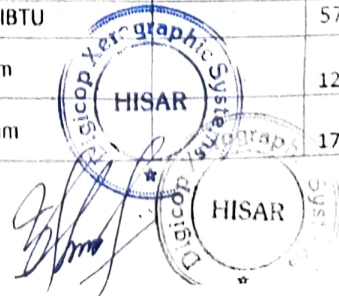
Subject:- Regarding negotiation of rates for consumables and AMC of Xerox multifunction machines.

Dear Sir,

Please find below the comparison of rates quoted in the tender and rates after negotiation for Consumables of Xerox multifunction machines.

Sl. No.	Name of the Deptt.	Machine Model No.	Item Name Drum/Toner/Developer	Tender Price with out GST	Negotiated Price with out GST	Company Price List Serial No.
1	CMBT	WC5225	Drum	30727	30271.39	15
			Toner	12166	11985.38	17
			Developer	NA		
2	Microbiology	WC5325	Drum	30646	30191.31	14
			Toner	9765	9620.33	13
			Developer	NA		
3	Establishment	B1022	Drum	24846 ✓	24477.33 ✓	9
			Toner	4177	4772.03	7
			Developer	NA		
4	Economics	WC5325	Drum	30646	30191.31	14
			Toner	9765	9620.33	13
			Developer	NA		
5	IMSAR	B7025	Drum		29682	6
			Toner		9885 ✓	1
			Developer	NA		
6	Geography	SC2020	Drum	7751	7636	8
			Toner -K	5018	5018	2
			Toner-C	2702	2637.5	3
			Toner-Y	2702	2637.5	4
			Toner -M	2702	2637.5	5 ✓
			Developer-Y		3648.75 ✓	18
			Developer-M		3672.75 ✓	19
			Developer-C		3612 ✓	20
			Developer-B		3376.5 ✓	21
			Belt Assy IBTU		57158	22
7	MDU Printing	C9070	Color Drum		12,485	23
			Mono Drum		17,635	24

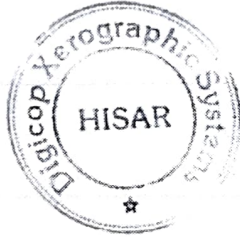
Digicop xerographics System
 9-N, Model Town, Opp. Sukhda Hospital,
 Delhi Road, Hisar (Haryana)-125005
 01662248381, digicop@rediffmail.com



Authorised Sales & Service Agency
 17 635 24



				23,530
27	006R01740	C9065/9070	Magenta Toner 32000	23,638
28	006R01739	C9065/9070	Cyan Toner 34000	24,269





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NAME OF THE DEPARTMENT/BRANCH/OFFICE: _____

SERVICE REPORT OF XEROX MAKE PHOTOCOPIER MACHINES

FOR THE PERIOD FROM: _____ TO _____

<u>Sr. No.</u>	<u>Description of Photocopier(s)</u>	<u>Machine Sr. No.</u>	<u>Qty.</u>	<u>Remarks</u>
1.				
2.				
3.				

Certified that the AMC services for the above Photocopier Machine (s) XEROX MAKE has been provided satisfactory and all the above mentioned Machine(s) are in working order.

Signature of the Resident service Engineer of
M/s Digicop Xerographic Systems, Hisar with seal & date)

Certified that the AMC services of above mentioned Photocopier Machines (XEROX MAKE) provided by the firm M/s Digicop Xerographic Systems, Hisar has been found satisfactory and the payment (AMC charges) of above mentioned period may be made accordingly. No complaint is pending with this office against this firm.

Signature of the HOD/Br. Officer with seal with date