

SUNRISE SERVICES

Proposal for RICOH digital multifunction devices

for

ERDA

PLOT NO.21, SEC-32 GURGAON

Prepared by:

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Sunrise Services

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**Dear Sir,
GREETINGS!!**

Ricoh Company Ltd. Japan, the parent company of Ricoh India Limited, is a leading global player in the area of (a) Colour & Mono Laser Printers (b) Multifunction Printers (Colour and B/W) (c) Office Automation Solutions etc.

Ricoh India has a sales and service network, present across the country with **17 branch offices**, **270 dealers**, more than 300 company and 300 dealer service engineers, covering the remotest of areas besides being present in small cities and large metros.

Sunrise Services is the authorised business associate of RICOH India ltd. for sales and after sales services. For the last 5 years we have been serving organizations from different verticals. I am attaching a list of customers who are using RICOH products and are very much satisfied with the product and after sale support.

- NHPC
- NTPC
- Egis India Consulting Engg. Pvt. Ltd.
- Plasser India Pvt. Ltd.
- JBM
- Phoenix Contact
- Mooz Offices
- Escorts
- Grand Prix Fabrications Pvt. Ltd.
- Geological Survey of India
- Panorama Exports
- BSNL
- Siddharth & Gautam Engineers
- Thomson Press
- Yamaha Motors

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Further to the discussions & in accordance to your requirement we are pleased to offer state of the art RICOH Digital Network Multifunctional devices, as per details below for your reference & kind consideration.

PROPOSED MFD	MAIN FEATURES
RICOH IM 2702	Digital B/W Multifunctional device with ,Full touch Operational Panel ,ARDF ,DUPLEX,WIFI (27 ppm B/W) Colour scanning, Scan to Mail/ Folder. 1*500 sheets standard trays, 100 sheets multi bypass tray. Paper Size A3- A6

- Machine on rental
 - A brand new machine is provided instead of R/c machines as practised by others.
 - Our stocks have an inventory of all parts and consumables for at least 5 years from the date of installation.
 - MFD is given for a rental period of 5 years.
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 - Rental Charges:
 - RICOH IM 2702: Rs. 4000/- per month.
 - 1500 copies free per month and after that applicable rates will be applied.
 - The copy cost will be Rs. 0.40/impression (40 paisa) for B&W.
- Security deposit for 2 months and 1 month Rental is required at the time of order.

Cancellation Clause:

Sr. No	Period	Cancellation Fees
1	Cancellation during first year (0-12 months)	Monthly rent x 12 months – monthly rent received from the customer, subject to minimum 2 months rental charge
2	Cancellation during 2 nd year (13-24 months)	3 months notice period and 3 months rental charges

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3	Cancellation during 3 rd year	3 months notice period and 2 months rental charges
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TERMS & CONDITIONS:

1	TAXES	GST AS APPLICABLE
2	DELIVERY	FOC ONSITE
3	PAYMENT TERMS	100% AGAINST INSTALLATION
4	DELIVERY PERIOD	WITHIN 5 working DAYS
5	INSTALLATION & TRAINING	FOC ONSITE
6	PLEASE PLACE YOUR ORDERS AT	SUNRISE SERVICES 9/19, LGF, Springfield, Sector 31, Faridabad

We hope this falls in line with your requirements. Please feel free to contact me in case of any assistance.

Thanking you and assuring the best of our services.

Yours Truly,

Harendra Joshi

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