

REGISTERED

M/s _____

Subject: Notice Inviting Quotation for procurement Photo Copier for ME Deptt.

This institute intends to procure the Photo Copier for ME Deptt. as per **Annexure-A**. Interested Firms/Parties are requested to send the quotation to the office of undersigned in a sealed cover super scribed "**Quotation for Photo Copier for ME Deptt.**" on or before **25.03.2015**.

Note: It may be noted that quotation received only through **REGISTERED/SPEED post shall be considered. The institute is located in remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time considering this factor.**

N.B.:

1. Rate of Sales Tax/VAT/Service Tax, if extra must be mentioned clearly.
2. Price quoted must be FOR SLIET.
3. Quotation received later than due date are liable to be ignored/rejected.
4. Other terms and condition for submitting the quotation are given on overleaf which must be read carefully before submitting the quotation.
5. We are not responsible for accidental opening of the cover if it is not properly super scribed and sealed.
6. Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.

Faculty I/c (Purchase)

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TERMS & CONDITIONS FOR QUOTATION

DELIVERY	The rate quoted must preferably be free delivery/F.O.R. Longowal after allowing the discount, if any. Where quoted extra ad-valorem rate payable should clearly be indicated. Supply should be made within the specified delivery period.
TERMS OF PAYMENT	Our normal term of payment is within 45 days after receipt of stores in good condition by means of cheque/draft/RTGS.
PERFORMANCE SECURITY	In case the quoted value is Rupees one lac and above, Performance Security @5% of order value in the shape of Acct. Payee Draft, FDR or BG valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations, as per GFR-2005 rules, is also required.
TAXES	No sales tax concession against Form 1C and 1D is admissible to this Institute. However, Form E' certificate being an educational institute can be issued if sales tax concession is admissible.
EXEMPTIONS	Excise and customs duties are exempted to the institute. The relevant exemption certificate will be issued to the successful bidder only if the excise duty/custom duty is exclusively mentioned in the Quotation. In case the offered items are to be imported, the rates should be quoted in foreign currency on FOB basis. Basic duty as applicable under notification No. 51/96 customs dated 23.07.1996 as applicable shall be borne by the institute. If the price quoted is in foreign currency then payment shall be made through letter of credit against submission of B.G. of Min. 25% value of supply order, if the order value is more than US\$ 10,000 or through Telegraphic Transfer (TT) if the order value is less than US\$ 10,000 through Nationalized banks. The bank charges outside India should be borne by the Beneficiary. Clearance at customs will be arranged by us but you will assist our clearance agent. In case of indigenous item the price must be quoted in Indian Rupees and 100% payment will be made only after successful installation, testing and commissioning of equipment. NO ADVANCE PAYMENT WILL BE MADE.
DIRECTOR'S RIGHTS	Director, SLIET, reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. SLIET also not bind itself to accept does the lowest price. In case of any dispute, the decision of Director SLIET will be final & binding.
VALIDITY OF QUOTATIONS	Quotations will be considered valid for 03 months from the date of receipt.
CORRESPONDENCE	No correspondence regarding acceptance/rejection of a quotation will be entertained.
SAMPLE/BRAND/MAKE/WEIGHT	Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed.
REJECTION	Quotation not confirming to the set procedure as above will be rejected. Conditional, telegraphic quotation shall be rejected out rightly.
DISCOUNT/REBATES	A special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated.
GENERAL TERMS	SLIET shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures. Other terms & Conditions will be applicable as per GFR-2005.

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ANNEXURE-A

SPECIFICATION OF PHOTO-COPIER

Type	Digital, desktop		
Printing Process	Fully-automatic one-drum stencil system		
Originals	Sheet (one original sheet only)		
Original Size	<table border="1"><tr><td>Minimum: 90 x 140 mm</td></tr><tr><td>Maximum: 275 x 395 mm</td></tr></table>	Minimum: 90 x 140 mm	Maximum: 275 x 395 mm
Minimum: 90 x 140 mm			
Maximum: 275 x 395 mm			
Paper Weight	35.0-127.9 g/m ²		
Print area	Maximum 250 x 355 mm		
Print Speed	60 - 90 sheets per minute (2 steps)		
First Print Speed	Less than 40 seconds (A4)		
Resolution	300 x 300 dpi		
Image modes	Letter mode, Photo mode, Photo/Letter mode		
Image position	<table border="1"><tr><td>Vertical: ± 10 mm</td></tr><tr><td>Horizontal: ± 10 mm</td></tr></table>	Vertical: ± 10 mm	Horizontal: ± 10 mm
Vertical: ± 10 mm			
Horizontal: ± 10 mm			
Reproduction Ratios	<table border="1"><tr><td>Pre-set enlargement: 115, 122, 141%</td></tr><tr><td>Pre-set reduction: 71, 82, 87, 93%</td></tr></table>	Pre-set enlargement: 115, 122, 141%	Pre-set reduction: 71, 82, 87, 93%
Pre-set enlargement: 115, 122, 141%			
Pre-set reduction: 71, 82, 87, 93%			
Colour printing	By replacing colour drum		
Paper feed/delivery table capacity	500 sheets (80 g/m ²)		
Power Source	220-240 V, 50 - 60 Hz		