**(Registered Post)**

M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Sub: Short notice inviting quotation for purchase of Xerox machine.**

This Institute intends to purchase “Xerox machines” as per detailed specifications notified at **“Annexure – A”**. Please send your quotation to the undersigned in a sealed cover duly super scribed on envelop **“Quotation for Xerox machine”** so as to reach latest by closing date i.e. 27.03.17.

**The Terms & Conditions for submitting quotation are as under:-**

1. **It may be noted that quotation received only through registered/speed post shall be considered. The institute is located in a remote area and it takes 5 to 7 days to reach the mail, therefore, quotation be dispatched well in time to avoid any sort of delay.**
2. Rate of ST/VAT/service tax if extra must be mentioned clearly.
3. Quotation other than those addressed to Faculty I/c (Store & Purchase) will not be entertained.
4. The Prices quoted must be FOR SLIET, Longowal.
5. Quotations received later than due date are liable to be rejected.
6. Duly signed quotation must be sent on the letter head of the party.
7. As per instructions if purpose of quotation is not super scribed on envelop and quotation is opened by mistake then it may be rejected.
8. **In case the quoted value is Rs. 1,00,000/- and above, EMD @ 2% of quoted value in the shape of DD valid for a period of 45 days beyond the final bid validity period is required to be submitted along with quotation.**
9. The other terms & conditions for submitting the quotation are given overleaf which must be read carefully before submitting the quotation.

Faculty I/c (Store & Purchase)

**-2-**

**TERMS & CONDITIONS FOR QUOTATION**

|  |  |
| --- | --- |
| **DELIVERY** | The rate quoted   must 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. |
| **EMD** | In case the quoted value is Rs. One lac above, EMD@2% of the quoted value in the shape of DD valid for a period of 45 days beyond the final bid validity period is required to be submitted along with quotation. |
| **TAXES** | No sales tax concession against Form ‘C’ and ‘D’ is admissible to this Institute. |
| **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 though 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.** |
| **ENLISTMENT OF INDIAN AGENTS** | In case an Indian Agent who desire to quote on behalf of their foreign manufacturer/principals, a copy of the registration certificate/letter issued by central purchase organization (DGS&D) as an Indian Agent of foreign principals under the compulsory enlistment scheme of the department of expenditure ministry of finance is also required as per rule 143 of GFR-2005. |
| **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 does not bind itself to accept the lowest price.  In case of any dispute, the decision of Director SLIET will be final & binding. |
| **VALIDITY OF QUOTATIONS** | Quotations must remain valid for period of at least 03 months. |
| **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**.  **Faculty In-charge**  **(Store & Purchase)** |

**“Annexure – A”**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No.** | **Description of item** | **Qty.** | **Remarks** |
| 1. | **Xerox machine (A&A)**  Copying speed 20cpm (A-4), Maximum paper size A-3, Memory 80MB (original/image), A3/A3, Duplex, 1 x 250 paper – sheets per tray (with two paper trays), 1 x 100 sheets Bye pass tray, ARDF, Resolution 600 DPI, multiple copy-1 to 99, Zoom 50% to 200%, Network printer/Scanner. | 01 no |  |
| 2. | **Xerox machine (EIE)**  Copying speed 20cpm, Capable of A3 to A5 paper size, inbuilt Auto duplex feature for copying as well as scanning having custom zoom feature, inbuilt colour scanner with at least 128 MB memory, having capability for interfacing with personal computer and Ethernet ready. At least 01Bye pass tray and 02 normal paper trays. | 01 no |  |