

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

CENTRAL STORES & PURCHASE SECTION

IIT Post Office Kanpur - 208 016

Under certificate of posting

Phone : 91-512-2597214, 7384

Fax : +91-512-2597659

mail : purchase@iitk.ac.in.

Enquiry No : E/2016-2017/44

Enquiry Date 10/02/2017

Closing Date 22/02/2017

Delivery Date: 15 Days

Dear Sir ,

Sealed Quotations so as to reach latest by 3:00 PM on dated 22/02/2017 are invited for the supply of following items :

SI No.	Description		
1	DIGITAL MULTIFUNCTION COPIER MACHINE UNDER BUYBACK OF OLD TOSHIBA E-STUDIO 255 COPIER MACHINE	1	NO
	SPECIFICATIONS AND FORM TO BE FILLED ARE ATTACHED AT ANNEXURE-A		

1. Suppliers are requested to submit authorization letter from their manufacturer, failing which their quotation may not be considered. 2. Suppliers are requested to submit quotation in the given proforma at Annexure.

Sd/-

Dy. Registrar (S&P)
Central Store & Purchase Section



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

Central Stores and Purchase Section

Phone: (0512) 259 7275, (0512) 259 7214 email: purchase@iitk.ac.in

Annexure-A

Dated: 09.02.2017

Enquiry No.: E/2016-2017/44

From:

Dr. Sharif,
Deputy Registrar,
Central Stores & Purchase,
IIT Kanpur - 208016

Sealed Quotations are invited for the supply of Photocopier Machine as per the following specifications:

- Opening date: 10 February 2017
- Closing date: 22 February 2017

Quantity: ONE	
	Digital Multifunction Copier Machine (Mono) with Buyback of old Toshiba e-Studio 255 Copier Machine
	<u>SPECIFICATIONS:</u> <ul style="list-style-type: none">• Digital Multifunction Copier Machine (Mono)• Toner: Mono Component• A4 Copy/ Print Speed: 30 copies per min or above• Paper Size: A3 and A4 Size• Warranty: 1 year (min)• Zoom Ratio: 25 to 400%• Duplex Printing with automatic duplex document feeder• Network Printing & Scanning• USB Printing & Scanning• Tray Capacity: upto 1000 sheets• 2 Tray + 1 Bypass Tray (upto 100 sheets)• 300 sheets or above document finisher• Automatic sorting/collating/bunching, stapling, hole punching feature etc.

- Buyback of old Copier Machine
Model: Toshiba e-Studio 255

Quotations may be sent by post/courier to the above-mentioned address.

Terms and Conditions:

1. No trolley or stabilizer required.
2. Only authorized vendors may quote.
3. Maximum Academic/Educational discounts should be applied.
4. Validity of quotation should be at least for 30 days.
5. The Rate offered should be free delivery and with proper Installation at IIT Kanpur.
6. Institute is exempted from Excise Duty under notification No. 10/9.
7. Normal payment terms for the Institute will be applicable, 90% on delivery of the items and the remaining 10% after satisfactory installation/ inspection.
8. The delivery period should be specifically stated. Earlier delivery may be preferred.
9. The Penalty @1% per week or part thereof subject to max 10% of the delivery price will be deducted from the balance payment. If supply is not completed within stipulated period.
10. The indenter reserves the right to withhold placement of final order. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
11. Model quoted should be visible on Brands official website.
12. Rates quoted should be in proforma given below:

Sl.No.	Make and Model	Price
1		
2	Buy Back of Old Machine – Toshiba eStudio 255	
3	AMC with parts (including toner & drum) for 5 years (optional)	

(attach specification sheet/brochure separately)

Price of New Toner Cartridge: _____

No. of copies printed by one toner cartridge: _____

Price of New Drum: _____

No. of copies printed by one drum: _____

Taxes: _____

Delivery Period: _____

Validity of Quote: _____

Address of Authorised Service Centre nearest to IIT Kanpur: _____

Mobile No. & Office Phone No. of Service Centre: _____

(Signature with Seal)

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Terms & conditions for supply of above mentioned articles

1. Enquiry will be sent by courier / registered post / speed post and IIT Kanpur will not be liable for any kind of irregularity/delay.
2. The quotation in duplicate should be enclosed in a properly sealed envelope addressed to the Dy. Registrar(S&P) invariably giving on the envelope reference of enquiry and due date of opening.
3. The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
4. Firms will quote separately for each article.
5. The Rate offered should be free delivery to IIT Kanpur or Ex-godown in case of firms situated outside Kanpur. If items are imported then the firms should quote the price on F.O.B. basis.
6. In case of Ex-godown terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levies must be mentioned.
7. The rates offered should be exclusive or inclusive taxes. The rates applicable should clearly be specified.
8. The delivery period should be specifically stated. Ex-stock and earlier delivery may be preferred.
9. The firms are requested to give detailed description and specification together with detailed drawings and printed leaflets and literature of the articles quoted. The name of manufacturers and country of manufacture should also be invariably be stated. In the absence of these particulars the quotation is liable for rejection.
10. Samples wherever asked for will not be paid for. These should be delivered in the office of the undersigned securely labeled and packed. In case of firms who submit the sample through railway and road transport the freight should be prepaid and R/R should be in favour of the Dy. Registrar, Stores and Purchase Section. Indian Institute of Technology, Kanpur-208016.
11. Quotation should have validity of at least 90 days from the date of opening.
12. The rates quoted should be in metric units, otherwise your quotation is liable to be ignored.
13. The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
14. All the consignments must be securely packed and booked duly insured addressed to the Dy. Registrar (S&P) IIT Kanpur - 208016
15. Institute is exempted for payment of Excise Duty under notification No. 10/97 & partially @ 5.15% Custom Duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
16. The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
17. The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
18. Our standard payment terms & condition is 90% against delivery and 10% after inspection and approval.
19. Supplier should mention complete contact details such as email etc.

Sd/-

Dy. Registrar (S&P)
Central Store & Purchase Section