



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, दक्षिण अंबाझरी मार्गए नागपुर-440010 (भारत)
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, SOUTH AMBAZARI ROAD, NAGPUR – 440010
091-0712-2801814, 2801369, 2801243, 2801815, Email: storesofficer@vnit.ac.in
INSTITUTE GST No. 27AAATV9885C1ZZ

(Please mention "REF NO" in all documents)

Quotation Enquiry

REF.NO,VNIT/STR/QE/CM/ASC/2017-18/108 /662

Dated: 07.02.2018

To,

REFERENCE OF THIS LETTER MUST BE MENTIONED ON THE ENVELOPE CONTAINING YOUR QUOTATION

Sub – Quotation Enquiry for procurement of item “**PHOTOCOPIER MACHINE UNDER BUYBACK**” for Chemical Engg. Department.

Dear Sir / Madam

VNIT herewith invites the Quotation Enquiry in sealed cover / envelope from reputed firms for procurement of items mentioned in table below with understated Instructions, terms & conditions, as per the Schedule mentioned below:

Schedule of Quotation Submission

Date of Issue : Wednesday February 07, 2018
Last Date/Time of Submission : 19.02.2018 Time 3.00 P.M. Date: Monday February 19,2018
Date/Time of Opening of Quotation : 19.02.2018 Time 4.00P.M. Date: Monday February 19,2018

Item particulars

SN	Item particulars	Specifications	Quantity
1	Photocopier Machine	Make: Canon/Toshiba/Xerox Photocopier with platen cover A-3 Size Copier/ printer/ Scanner(Colour) Copy Speed: 20PPM(A4),TFT Touch Screen 5.7 inch, 1X 250 sheet Paper cassettes , Bypass Tray 100 Sheets, Duplex: Standard , USB Pen Drive Connectivity, 100 base TX Network Connectivity, password secure printing, Network Connection: Standard, Paper Size: A3, A4R, A4, A5, B4 ,B5, B5R. Zoom 25% to 400%	01 No.
2		Buy Back of old Photocopier Machine Cannon IR 2018N	01 No.

Instructions, Terms & Conditions

- 1) The price should be quoted on F.O.R. VNIT, Nagpur.
- 2) Earliest delivery date to be mentioned for each item
- 3) The quoted amount will be firm and final. Quotation should be valid for 90 days from the date of opening the quotation.
- 4) Vendor should submit copy of **GST Registration Certificate, PAN No., and Certificate of Firm's Registration** etc. with your offer failing which the quotation will not be entertained.
- 5) **Taxes** GST or any other taxes as per Govt. norms shall be applicable from time to time. The % of Tax must be indicated separately in the quotation.
- 6) **For Import Item** - Govt of India Ministry of Science & Technology, DSIR, New Delhi vide letter No TU/V/RG-CDE(190)/2016 dated 19/09/2016 has issued Certificate of Registration to VNIT,

Nagpur for purposes of availing customs duty exemption in terms of Govt. Notification 51/96-Customs dated 2^{3rd} July, 1996 and Central Excise duty exemption in terms of Govt. Notification No 10/97-Central Excise dated 1st March, 1997 as amended from time to time and this registration is valid up to 31.08.2021. This document will be provided by the Institute.

- 7) Each Vendor shall submit only one quotation. All the information shall be furnished by the vendors in the prescribed format of quotation enquiry. Each document submitted with quotation should be duly attested & stamped by the vendor, failing which submitted quotation will be treated as non-responsive. Incomplete or Conditional Quotation(s) will not be accepted.
- 8) Any certificate / document above submitted by the vendor are found to be incorrect /false/ forged/ fake, intentionally / un-intentionally at any stage, will lead to disqualification of vendor. Institute shall be free to take any action by blacklisting the Vendor / Firm.
- 9) The vendor shall take full responsibility in case of any damage, loss or injury to any person / building or to any part thereof, and shall repair / and make good the loss, at his own cost.
- 10) Vendors should offer special educational discount to the Institute on quoted rates.
- 11) In case of price quoted in foreign currency, its conversion rate to INR on the date of opening the quotation/tender shall be considered.
- 12) **Guarantee/Warranty:** Normal comprehensive **Warranty/ Guarantee of 3 years** shall be applicable to the supplied goods. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at VNIT by the vendor.
- 13) **Delivery of Goods -**
 - a) Vendor shall deliver/supply the goods within 4 (Four) weeks period from the date of receipt of purchase order.
 - b) Goods shall be supplied / delivered by the bidder at the installation site in concerned laboratory/ department of VNIT, Nagpur at free of cost on working days. Vendor shall strictly be adhered to above, failing which **Liquidated Damages Clause** will be applicable.
 - c) Goods should be securely, safely and adequately packed and dispatched at the risk of supplier. Purchase order Ref. No. & Date must be mentioned/should be kept in all packing's.
- 14) **Liquidated Damages Clause:**
 - a) Penalty may be imposed as per P.O. terms and conditions. Goods should be securely, safely and adequately packed and dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Firms are requested to deliver the goods in our stores/section/department before 4.00 pm on any working day/s.
 - b) The Director, V.N.I.T. Nagpur reserves the right to recover from the vendor, liquidated damages a sum equivalent to 1/2 percent of the price of the undelivered stores at the stipulated rate for each week or part thereof, during which the delivery of such stores, may be delayed subject to, a maximum limit in the case of an order exceeding Rs. One Lakh in value, upto **10** percent and in the case of an order not exceeding Rs. One Lakh in value upto **5** percent of the stipulated price, of the stores so undelivered.
 - c) To purchase elsewhere, on vendor's accounts, at his risk, the stores etc. undelivered, or other of a similar description, where others exactly employing with the particulars, are in the opinion of the Director, Visvesvaraya National Institute of Technology, Nagpur are not readily procurable, without cancelling the contract, in respect of consignment not yet due for delivery.
 - d) If the Supplier fails to deliver the material/goods within the stipulated delivery period, then Amount of EMD given by the Vendor shall be forfeited. In case of Supplier [registered with MSME/NSIC/SSI etc.] not required to submit the EMD, the Institute reserves the right to initiate action including reporting to principal Govt. authorities.
 - e) To cancel the contract.

In the event of action being taken under (b) or (c) above, the vendor shall be liable to make good for any loss, which the Institute may sustain, by reason of higher price of items/goods, so purchased or the otherwise, howsoever :

The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be

final as regards to the acceptability of stores supplied by the seller and the Director, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of stores.

- 15) Institute will release the full & final payment on delivery of items and its successful installation/ demonstration at concerned department / laboratories of VNIT Nagpur. The vendor will be required to submit the bills in triplicate along with delivery memo. Payment will be made through Crossed Cheque / ECS / NEFT.
- 16) Quotations received after the last date of submission will not be considered.
- 17) Any amendment or corrigendum regarding this enquiry will be issued on the Institute website only
- 18) The decision of the Director, Visvesvaraya National Institute of Technology, Nagpur shall be final as regards to the acceptability of stores supplied by the seller and the Director, VNIT, Nagpur, shall not be required to give any reason in writing or otherwise at any time for the rejection of items/materials.
- 19) Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/PO at any stage without assigning any reason thereof.
- 20) **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
- 21) The Quotation in sealed envelope super-scribed with "**Quotation Enquiry for procurement of Photocopier Machine**" for "**Chemical Engg. Department**" and to be sent to Dy Registrar (Stores), Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur 440 010, Maharashtra (India). The quotation can also be submitted in person in the "**Quotation/Tender Box**" at the Stores Section, Old Library Building, 1st Floor, VNIT, Nagpur - 440010 on any working day.
- 22) The last date of submission is **19.02.2018 by 3.00 pm**

Yours truly

Sd/-

Dy Registrar (Stores)

"FORMAT OF QUOTATION ENQUIRY"

REF No.: VNIT/STR/QE/CM/ASC /2017-18/ 108/662

Dated: 07.02.2018

ITEM: "PHOTOCOPIER MACHINE"

Sr. No	Item with Specifications	Qty	Basic Rate P.U. (Rs.)	GST % & Amount P.U. (Rs.)	Total Amount P.U. (Rs.)
1	As per quotation Enquiry REF No. VNIT/STR/QE/CM/ASC/2017-18/				
	Educational Discount				
	Total Cost F.O.R. V.N.I.T. Nagpur				

[A] DUTIES & TAXES (if applicable):

1. Custom Duty if any : _____
2. GST @ _____% : _____
3. Freight/ Transportation : _____
4. Insurance @ _____% : _____
5. Packing & Forwarding : _____
6. Others, (if any) : _____
7. **Final Offer (Including Installation Charges & Taxes) FOR VNIT Nagpur** : _____

[B] Others Details (Enclosed)

1. Specification as per Requirements : Yes / No
2. Warranty/Guarantee : _____ Years
3. Delivery period : _____
4. Firms Registration Certificate : _____
5. Authorization Certificate : _____
6. Details of client lists : _____
7. GST Registration Certificate : _____
8. PAN No. : _____
9. Others, (if any) : _____

The Firm/Company agrees to supply the above items for **final offer price (Rs. _____/- [In Words Rs.....])** inclusive of duties & taxes at [A] above within the period specified in the Invitation for Quotations. We also confirm that the normal commercial warrantee /guarantee of 36 months shall apply to the offered goods.

**Signature of Vendor
(Authorized Signatory)**

Stamp:

Date:

