



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, दक्षिण अंबाझरी मार्ग, नागपुर-४४००१० (भारत)

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, SOUTH AMBAZARI ROAD, NAGPUR - 440010

091-0712-2801243, 2801815, 2801369, 2801814 Email: storesofficer@vnit.ac.in

(Please quote "REF NO" for reference in all documents)

QUOTATION ENQUIRY

Ref No.: VNIT/STR/2017-18/DMP/107/120

Date: 09/01/2018

09 JAN 2018

To,

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

Sub – Quotation Enquiry for procurement of "Stationery Items" for Department of Stores section.

Dear Sir / Madam,

VNIT herewith invites the quotations in sealed cover / envelope from reputed firms for supply of items mentioned in table below with understated terms & conditions.

S.N.	Item particulars	Specifications	Qty.
1	Xerox Paper- A-4 Size, (White)	A-4 Size, Copier Power (Bilt Power Copier). Pack Size: 210* 97mm, 23.3 Kg. Reem of 500 Sheets	700 Reems
2	Pencil	Pencil Black (Extra Dark), Per Box of 10 pencils	100 Box
3	Xerox Paper-A-3 Size (White)	A-3 Size, Copier Power (Bilt Power Copier), Reem of 500 Sheet.	50 Reems
4	Register	Full Size 200 Pages	200 Nos.
5	Register	Full Size 100 Pages	100 Nos.
6	Stapler Pin	10 No. (Small) (20 Stapler Pin per box)	50 Boxes


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. 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.
Items for Research Purpose : Concessional GST @ 5% will be applicable for purchase of goods viz Scientific & Technical instruments and other required for the Research purposes only. This is in accordance of Govt of India, Ministry of Finance Notification no. 45/2017 Central Tax (Rate) dated 14th November, 2017 and 47/2017 [Integrated Tax Rate] dated 14th November, 2017 and VNIT Circular Ref.- VNIT/Acct/2017-18-GST/5390 dated 27th November, 2017/ Notification No. 47/2017 [Integrated Tax Rate] dated 14.11.2017.
- 6) The description of goods is given in Govt. of India notification dated 14th November, 2017 mentioned above. A certificate in this respect will be issued to the vender by the Institute.
- 7) **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 23rd 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.
- 8) Each Vender shall submit only one quotation. All information shall be furnished by the venders in the prescribed formate 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.
- 9) 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 vendors firm.
- 10) 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.
- 11) Vendors should offer special educational discount to the Institute on quoted rates.
- 12) In case of price quoted in foreign currency, its conversion rate to INR on the date of opening the quotation/tender shall be considered

Handwritten signature

- 13) 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 Firms/Company Bank details on letter Head will required.
- 14) Quotations received after the last date of submission will not be considered.
- 15) Any amendment or corrigendum regarding this enquiry will be issued on the Institute website only.
- 16) The decision of the Director, Visvesvaraye 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.
- 17) Director, VNIT, Nagpur reserves the right to accept or reject or cancel any or all enquires or quotations/ P.O. at any stage without assigning any reason thereof.
- 18) It will be presumed that the vendor has read carefully all the above mentioned instruction, terms & conditions and abide by same.**
- 19) The Quotation insealed envelope super-scribed with Quotation Enquiry for procurement of "Item Name" for "Department Name" and to be sent to Dy. Registrar (Stores), Visvesvaraye National Institute of Technology, South Ambazari Road, Nagpur-440010, Mahashatra (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.
- 20) The last date of submission is Friday 19th January 2018 by 3.00 p.m.**
- 21) Quotations will be opened at Deptt. of Stores Section, VNIT, Nagpur. on Friday 19th January 2018 at 3.30 p.m.**

Yours truly


Dy. Registrar (Stores)
9/1/18

9/1/18
9/1/2018

“FORMAT OF QUOTATION ENQUIRY”

Quotation Enquiry No.: VNIT/STR/2007-18/DMP/107/120 ,

Dated: 09/01/2017. **09 JAN 2018**

Item : “Stationery Items”

Sr. No.	ITEM / Specifications	Qty.	Basic Price P.U. (Rs.)	GST % & Amount P.U. (Rs.)	Total Amount P.U. (Rs.)
1.	Stationery Items (Details Specification as per Page No. 1)				
	Educational Discount, if any.				
	Total Cost at V.N.I.T. Nagpur				

B) 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 & All Taxes) FOR VNIT Nagpur** : _____

B) Others Details (Enclosed)

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

The Firm/Company agrees to supply the above items for Final offer price of (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 Supplier
(Authorized Signatory)

Stamp: