



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

QUOTATION ENQUIRY

Ref No.: VNIT/STR/2017-18/AM/MMM/96/

Date:

To,

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

Sub - Quotation Enquiry for procurement of "Digital Copier Machine" for Applied Mechanics Department

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 instructions terms & conditions. as per the Schedule mentioned below:

Schedule of Quotation Submission


Date of Issue : Monday, 1st January 2018 Time 9.30 A.M.
Last Date/Time of Submission : Friday, 12th January 2018 Time 3.00 P.M.
Department/Date/Time of Opening of Quotation : At Applied Mechanics Department,
Friday, 12th January 2018 Time 4.00 P.M.

Item particulars

| S.N. | Specifications | Quantity |
|------|---|----------|
| 1. | Digital Copier Machine : Function : Print ,Copy, Scan Size of Paper : A3, A4, A5, A6, B4, B5, B6 Memory : 512 Mb or more Duplexing : Built-in Duplex (Automatic Duplex) Resolution : 1200 x 1200 dpi or better Speed : 25 ppm or higher Connectivity : USB, SD card slot, Ethernet network (TCP/IP (IPv4, IPv6))/ wireless network (IEEE 1284, IEEE 802.11a/b/g/n) Paper cassettes : 1 x 250 papers + 1 x 500 papers Stack Bypass : 100 sheet capacity Document Feeder : Auto document feeder cover, Tonner Capacity : 12,000 pages or more Enlarge and Reduction : 25% to 400% or better Including standard stand or trolley Compatible to OS : Windows 2000, XP, Server2003, Vista, Server2008, Win7, Mac OSX, etc. Certification ENERGY STAR | 1 No. |
| | Buyback of Digital Copier (Make : Canon) Model: IRL2320L, DADF cover, auto Duplex, Paper tray. Cost of Buyback to be quoted separately. | 1 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 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.
- 6) **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 45/2017-Central Tax (Rate) dated 14th November, 2017 and VNIT Circular Ref.- VNIT/Acct/2017-18-GST/5390 dated 27th November, 2017. 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 vendor 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 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.
- 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.
- 13) **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/repared free of cost at VNIT by the vendor.
- 14) 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.
- 15) Quotations received after the last date of submission will not be considered.
- 16) Any amendment or corrigendum regarding this will be issued on the Institute website only
- 17) 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.
- 18) 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.
- 19) **It will be presumed that the vendor has read carefully all the above mentioned instructions, terms & conditions and abide by same.**
- 20) The Quotation in sealed envelope super-scribed with "**Quotation Enquiry for procurement of "Digital Copier Machine" for "Applied Mechanics 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.
- 21) The last date of submission is **12th January 2018 by 3.00 pm.**

Yours truly

Dy Registrar (Stores)

"FORMAT OF QUOTATION ENQUIRY"

LTE No.: VNIT/STR/QUOT/2017-18/AM/MMM/16 {

Dated:

ITEM: "Digital Copier Machine"

| Sr. No | Item with Specifications | Qty | Basic Rate P.U. (Rs.) | GST % & Amount P.U. (Rs.) | Total Amount P.U. (Rs.) |
|--------|--|-----|-----------------------|---------------------------|-------------------------|
| 1 | Digital Copier Machine (As per Quotation Enquiry no : VNIT/STR/2017-18/AM/MMM/ / / DT.) | | | | |
| | 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:

