



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

धनबाद, झारखण्ड, भारत, पिन-826004

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का एक संस्थान)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

DHANBAD, JHARKHAND, INDIA, PIN-826004

(An Institute of National Importance under Ministry of H.R.D., Govt. of India)

STORES & PURCHASE SECTION Phone:(0326) 2235678 || Email : purchase@iitism.ac.in || Website : www.iitism.ac.in

No. INST-INS-219-18-19

Date: September 19, 2018

NOTICE INVITING TENDER

Subject: Supply & Installation of Colour cum Black & White Photocopier Machine on buy back basis.

Indian Institute of Technology (Indian School of Mines),Dhanbad invites quotations for the following to be supplied and delivered in Exam & Academic Section.

S No	Full Description of items/ store	Qty	Delivery
1	<p>Supply & Installation of Colour cum Black & White Photocopier Machine on buy back basis.</p> <p>Specification: Minimum copying – 22PPM, A3 size original, Image size – A3, Processor – 1GHz Dual Core, RAM-2 GB, HDD- inbuilt 320 GB, Resolution - Print – 2400 X 600 dpi, Copy – 600 X 600 dpi, Zoom 25% to 400%, Duplex – Duplex Print/Copy inbuilt, By pass – 100, Scan – Colour Network (Push/Pull), Network – USB2.0/Ethernet 10/100/1000 BASE TX, Pen Drive – USB Pen Drive port inbuilt. Warranty : minimum 03 years from OEM only. Buy Back Machine: Make: Xerox Model: 7346</p>	01 No.	At the Earliest

Tender Schedule

Particulars	Date & Time
Last date and time for submission of tenders	11.10.2018 at 1:00 P.M.
Date and time of opening of tenders	11.10.2018 at 4.00 P.M.

1. You are requested to quote your lowest rates for the supply of above items in the attached format for Financial Bid (Annexure – I)
2. You may send your representative in the office of the undersigned at the scheduled date and time of opening of tender.
3. Tender should be submitted in sealed cover only super scribed with Enquiry No. and Due date at the following address only:

*The Assistant Registrar (P&S)
 Indian Institute of Technology (Indian School of Mines),
 Dhanbad – 826 004 Jharkhand*



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Terms & Conditions

- 1) The rates should be quoted for each item separately.
- 2) Conditional offer will not be accepted.
- 3) IIT (ISM) does not issue any Form 'C' or 'D' towards sales tax concessional rate. Hence, full rate of GST applicable should be quoted.
- 4) *Educational discount*, if any, should be clearly mentioned.
- 5) You are requested to submit your quotation strictly as per the specifications mentioned in the NIT.
- 6) Your tender must be valid for **minimum 90 days** from the date of opening of tender.
- 7) Please mention warranty/ guarantee in your offer clearly. Material/ equipment to be supplied must have minimum **warranty/guarantee of 36 months** from the date of installation.
- 8) Each page in the bid document must be numbered properly and duly signed & sealed by the bidder on every page of the bid.
- 9) *The items/ materials shall be required to be delivered at Examination and Academic Section of IIT (ISM) Dhanbad* at the risk and cost of the tenderer.
- 10) Unloading and installation shall be the complete responsibility of the supplier.
- 11) The stores are required to be preferably delivered within 30 days. Late delivery may not be accepted.
- 12) The items offered should be of good quality confirming to BIS standards, wherever applicable.
- 13) **Advance payment or part payment or part shipment is not admissible.** Payment shall normally be made within 4-6 weeks subject to receipt and acceptance & installation (as per Purchase Order Terms) of the ordered materials/items and submission of original bills/invoice, challan, installation report, warranty certificate etc, and PBG followed by it confirmation.
- 14) In the event date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day. IIT (ISM) reserves right to extend the date & time of submission/opening of the quotations.
- 15) Please send your offer by Regd.Post/ Speed Post/ Courier along with Courier receipt. Tender/ quotation will be received during IIT (ISM) working hours only (i.e. Monday to Friday). **At any circumstance by hand delivery is not acceptable.** Late or delayed tenders shall be summarily rejected.
- 16) Any other information that you may like to obtain, you are free to contact IIT (ISM) before submission of tender.
- 17) IIT (ISM) reserves the right to accept and/or to reject any/ all tenders without assigning any reason.

Assistant Registrar



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Annexure - I

Format for Financial Bid

NIT No.: INST-INS-219-18-19

Date:

Bidders Ref: No.

Date:

GSTIN No.:

Subject: Supply & Installation of Colour cum Black & White Photocopier Machine on buy back basis.

Sl. No.	Full Description of Items with (HSN Code/SAC Code)	Qty.	Rate	Amount
			Packing & Forwarding (if any)	
			Total	
			GST	
			Freight (if any)	
			Installation (if any)	
Amount should be in figure as well as word			Grand Total	

Note:

- 1) All the details must be provided as per prescribed format only
- 2) Prices quoted by the bidders should include GST, HSN Code, SAC Code, duties, livies, transportation cost and insurance costs etc. if any