



(An Autonomous Institution under MHRD, Government of India)

Melakottaiyur, Off Vandalur-Kelambakkam Road, Chennai-600127

Ph: +91 44 2747 6319/6313

Fax: +91 44 2747 6301

Email: purchase@iiitdm.ac.in

दिनांक / Date: 06.07.2018

“SHORT TENDER NOTICE”

से/To

As per mailing list

Enquiry No : IIITDMK/2018-19/S&P/Multifunction Printer /007
Last date of receiving Quotation : 17.07.2018, 03.00 PM
Date of Opening : 17.07.2018, 04.00 PM
Item to be supplied :

Sl. No	Name of the Item	Qty
1	HP LaserJet Pro MFP M126nw Multi-function Wireless Printer	15 Nos

महोदय/Sir,

Please quote your rates for the mentioned service/items as per our terms and conditions. The quotation together with service details may be sent to the undersigned so as to reach by the due date. **Please ensure that the quotations are in a sealed envelope superscribing the Enquiry No.** The Institute reserves the right to reject any or all including the lowest quotation without assigning any reason whatsoever. The bidder has to accept all terms and conditions of the Institute given overleaf and conditional offers will not be accepted.

Our Institute is an Autonomous Institution under MHRD, Government of India, imparting Education to students. The rate may be quoted as applicable to Educational Institution.

भवदीय / Yours faithfully,

Sd/-

कुलसचिव / Registrar

General Terms and Conditions:

1. The quotations should be valid for 60 days from the due date and the period of delivery ordinarily should not exceed 04 weeks.
2. The Price may be quoted in INR or in Foreign Currency (CIF OR FOB basis).
3. No unsolicited correspondence shall be entertained after the submission of the offer.
4. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The Institute reserves the right to select any bid on the grounds of quality, offer of additional/special features, compatibility, etc.
5. The Institute also reserves the right to reject any bids with sub-standard products even if they are found to be lowest.
6. In case of INR the quote should be for FOR Destination at IIITD&M Kancheepuram campus, Melakkottaiyur, Off Vandalur-Kelambakkam Road, Chennai – 600 127.
7. The quotations duly sealed and super scribed on the envelope with the reference No. and due date, should be addressed to the undersigned so as to reach him on or before the due date stipulated above.
8. The rate quoted should be inclusive of all material, labour, transportation and installation of the items at the designated place.
9. Goods should be supplied carriage paid and insured.
10. Goods shall not be supplied without an official supply order.
11. Penalty for delayed Services / LD
 - (i) As time is the essence of the contract, Delivery period mentioned in the Purchase Order should be strictly adhered to.
 - (ii) If the supplier fails to Supply, and fixes the item as per specifications mentioned in the order within the due date, the Supplier is liable to pay liquidated damages of 1% of order value per every week of delay subject to a maximum of 10% beyond the due date. Such money will be deducted from any amount due or which may become due to the supplier.
 - (iii) The Institute reserves the right to cancel the order incase the delay is more than 4 weeks.
12. **Payment:** 100% of the PO value after delivery, installation and acceptance by IIITD&M.
13. The bidders has to accept all the terms and conditions of this tender document and it is made known that the bidders quoting for this tender had impliedly accepted the terms and conditions of this tender.
14. If the due date of submission of tender / Tender opening is declared a holiday for the Institute, the due date for submission of tender / Tender opening will be extended to same time on next working day.
15. The Institute reserves the right to accept the offer in full or in parts or reject the offer summarily or partly without assigning any reasons.

Sd/-

कुलसचिव / Registrar