



# भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद Indian Institute of Information Technology, Allahabad

An Institute of National Importance by Act of Parliament  
Deoghat, Jhalwa, Allahabad-211015 (U.P.) INDIA

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Ref no. IIIT-A/FIP/ 27 /2018  
Date: 10/04/2018

## Enquiry Letter

M/s. ....

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Ph. No.: .....

**Sub: Quotation for procurement of RADF Tray (Reversing Automatic Document Feeder) at IIIT-Allahabad**

**Enquiry issue date:** 10/04/2018

**Last submission date:** 01/05/2018 at 12:00 Noon

**Opening of Bid:** 01/05/2018 at 3:00 PM

**EMD Amount:** Rs.3,000/- (Three Thousand Only)

Dear Sir,

Institute intends to purchase and Installation of **RADF Tray (Reversing Automatic Document Feeder)** at IIIT-Allahabad for which quotations are invited as per details given in below:-

Sl. No.	Item Description	Qty.	Unit Rate	Amount (Rs.)
1	a) <b>RADF Tray (Reversing Automatic Document Feeder)</b> Make & Model of Existing Machine: <b>Kyocera TASKalfa 3010i</b>	06		
	<b>Total -</b>			
	b) Buy Back offer for platen Cover	06		
	<b>Total (A-B)-</b>			
	Taxes (GST)-			
	<b>Total amount-</b>			

You are requested to submit the quotation by courier/speed post with complete details of specifications, terms & conditions warranty/guarantee etc. **upto 01/05/2018 at 12:00 Noon.** Quotations duly sealed may be dropped in the tender box placed in the office of the Faculty In-Charge Purchase, IIIT-Allahabad. Basic rate, taxes and freight charges etc. must be quoted separately. Quotation should be addressed to **Faculty In-Charge Purchase, IIIT-Allahabad, Deoghat Jhalwa, Allahabad-211015. Kindly mention enquiry reference number, subject, due date contact address etc on envelops. Incomplete quotation will not be accepted.**

**Note:**

1. FOR destination IIIT-Allahabad.
2. **Vendor should have Manufacturer/authorized distributor/distributer of Kyocera (Documentary proof must be attached).**
3. Quoted rate should be valid at least for 60 days.

4. Enquiry/tender must be quoted in prescribed format on the letter head of the firm/vendor, otherwise quotation may be rejected.
5. Work should be completed within 05-06 weeks from the receipt of the Work/Purchase order. If, the work/supply delayed beyond the stipulated time of completion of work/supply penalty of 1% per week of total cost may be imposed at the discretion of competent authority. The penalty may be upto 10% of the total cost.
6. If it is found that items are fake or of sub-standard quality and not conforming to the required specifications, the firm, will have to replace the fake/ sub-standard items with genuine ones immediately but they will also be liable to be blacklisted.
7. Rate quoted by the firm should not be higher than the MRP/prevailing market rate.
8. Conditional quotations are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specifications. The quotation which is not as per our required specifications, will not be considered on any ground.
9. The right to accept or reject any tender/ quotation, partially or wholly, including lowest quotation without assigning any reason whatsoever thereof or incurring any liability thereby is reserved with the Director, IIIT, Allahabad. The Director, also reserves the right to split the tender and place the orders for supply of item(s), mentioned in the enquiry letter on one or more tenderer. The decision of the Director, with regard to enforcement of these terms and conditions herein contained, as a result of breach of these conditions by successful Tenderers, shall be final and the Director, shall not be liable for any damage/liability put forth by the Tenderers at any stage of the transaction arising out of the enforcement of any or all herein contained terms and conditions.
10. In case the firm fails to complete the job within maximum specified period Institute reserves the right to get the job done by any other firm and the difference of cost if any, will be recovered from the defaulting firm.
11. Payment will be made within fifteen after supply, Installation and satisfactory report form user end. No conditions/ clause with regard to interest etc. shall be entertained.
12. All the documents submitted must be legible and self attested. Otherwise it is likely to be rejected.
13. In view of wide publicity the details are also available on our web site (www.iiita.ac.in), may be seen.
14. EMD should be in a form of Demand Draft/FDR in favour of "**Indian Institute of Information Technology Allahabad**" payable at "**Allahabad**" (**Any tender/quotation without EMD will not be considered**).
15. The EMD shall be returned to the bidder (s) whose offer is not accepted by the Institute within 15 days after finalisation and award of the contract without any interest. Unsuccessful bidders may collect the EMD (within next 10 days after finalization & award of the contract) from Store and Purchase Section, IIIT-A between 3PM to 5PM on any working day after providing a copy of any Photo Identity Card. After these 10 days EMD will be sent by registered post to the postal address provided by the firm/bidder at point no.16. Representative may also collect the EMD on behalf of the bidder, after providing an authorization letter from the bidder along with a copy of his photo identity card. If the return of EMD is delayed for any reason, no interest/penalty shall be payable to the bidder.
16. **Complete Postal address of tenderer/bidder along with email id & mobile number (to dispatch the EMD to unsuccessful bidder):**

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17. The tender will be opened in the presence of the tenderers, or authorized representatives interested to be present on **01/05/2018 at 3:30 PM**. Vendors are desired to submit their authorization letter at the time of opening of tender/enquiry.
18. Tenderer should take into account any corrigendum published on the Tender document before submitting their bids. All such corrigendum will be placed on IIIT-A website [www.iiita.ac.in](http://www.iiita.ac.in) Intending tenderers are advised to visit [www.iiita.ac.in](http://www.iiita.ac.in) for regular update, if any, till the closing date of tender for any corrigendum/ addendum/ amendment. IIITA will not be responsible for ignorance of corrigendum.
19. Warranty will start from the date of successful installation report at IIIT-A. Warranty start and end date should be clearly mentioned in the bill duly signed & stamped and warranty card also.
20. May feel free to contact on E-mail-[info.purchase@iiita.ac.in](mailto:info.purchase@iiita.ac.in), Ph. No. : 0532-2922051.
21. Kindly quote your Income Tax PAN No./GST No. etc. on the quotation raised by you. If PAN No. not quoted, 20% Tax will be deducted at source.
22. The lowest rate will not be the basis of claim to get the order.
23. All disputes are subject to Jurisdiction of Allahabad Courts.
24. Kindly quote your email ID and Bank details etc.



**Faculty In-Charge Purchase**

**Read and accepted**

**Signature & stamp of Bidder or  
Authorized Signatory**