



भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै 600 036

INDIAN INSTITUTE OF TECHNOLOGY MADRAS Chennai 600 036

भंडार एवं क्रय अनुभाग STORES & PURCHASE SECTION

Email: [adstores@iitm.ac.in](mailto:adstores@iitm.ac.in)

दूरभाष: (044) 2257 8285 / 8286 / 8287 / 8288  
(044) 2257 8285/8286/8287/8288

फैक्स: (044) 2257 8292 Telephone :  
FAX: (044) 2257 8292



Mr.A.V.Sudarsanam  
Deputy Registrar (S & P)

SPS/RC/PPC/2014/SPL  
Date : 25-02-2014

**DUE DATE: 17-03-2014 at 5.00 p.m.**

To

Sirs,

Sub: Rate Contract for Plain Paper Copier - reg.

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Quotations are invited for entering into Rate Contract initially for a period of one year from the Date of entry for the Plain Paper Copier mentioned below.

**Plain Paper Copier (Digital & Analogue) Models**

The suppliers are requested to quote for the ranges between 15 cpm to 45 cpm available with them and also to quote special features available in each and every machine including sorter, stapling, etc. (as per the format enclosed)

The above details are also available at [www.iitm.ac.in](http://www.iitm.ac.in) under the link tender notice.

You are requested to submit your offer subject to the following terms and conditions.

1. You are required to submit your offer on or before **17-03-2014 at 5.00 p.m.**
2. While quoting you are requested to provide complete technical specifications of plain paper copier. Every technical specification must be stated in clear terms without which, the quotation will be summarily rejected at the opening stage itself.
3. **You are requested to send a soft copy as well as hard copy (in a CD/DVD) of the enclosed format for each model quoted by you through email to [adstores@iitm.ac.in](mailto:adstores@iitm.ac.in).**
4. You may also quote for your **foreign principals either in dollar** or any foreign currency. The agency commission if any, payable to you should be quoted separately, which will be paid only in Indian Rupees. If no mention is made in the quote, a **minimum of 2% be taken as Agency Commission and which will be deducted from quoted value and will be paid in Rupee only. ONE AGENT** can not represent two suppliers or quote on their behalf at one time. . You are requested to quote FOB price as well as CIF, CHENNAI mentioning Freight & Insurance charges separately. The Insurance & Freight Charges should not exceed 6% of FOB Value. No Ex-Works pricing is considered.
5. The warranty period should be mentioned clearly. In addition, you are requested to quote for AMC and CMC after warranty period. During the warranty period the complaint should be attended with in 2 days otherwise your name will be removed from our list after forfeiting your EMD. If the copier gives continues trouble say 3 times in a month, you have to replace the same without any additional cost.

Contd..2

6. Payment will be made only after satisfactory installation and commissioning for indigenous purchase and by Letter of Credit (LC) for imports. All the particulars required for opening Letter of Credit should be furnished in clear terms. After opening of LC, no more requests for amendment of LC will be entertained.
7. You will be requested to demonstrate the models, if required.
8. **Delivery of Tender:** The Original copy of the Tender is to be enclosed in a double Cover. The outer cover should be wax sealed and addressed to the **Deputy Registrar (Stores & Purchase), Indian Institute of Technology Madras, Chennai-600036** superscribed on the Left Hand Side. **“Limited Tender for Supply of Plain Paper Copier on Rate Contract Basis”, Due on 17-03-2014 at 5.00 P.M.** Right is reserved to ignore any tender which fails to comply with the above instructions. Limited Tender should be sent either by **Registered Post Acknowledgement Due or through messenger**. If the Tender is sent through Messenger, the same has to be dropped in the **TENDER BOX** marked Stores & Purchase kept for this purpose in the **STORES & PURCHASE SECTION** before 5.00 PM on due date.
9. Withdrawal of a Model quoted in the Rate Contract is acceptable ONLY IF accompanied by a certificate from the manufacturer to that effect. Correspondence in this connection must be addressed to DR (Stores & Purchase). The offer of higher models against the withdrawal model is acceptable provided that there is no change in the price.
10. **Delivery Period for Import & Indigenous Items:**
11. **For Indigenous Items:** Items should be delivered within two week's time.  
No further extension of time will be allowed.
12. **For Import Items:** The order acknowledgement should be issued by Fax\E-mail within 3 days, and the item should be airlifted within 15 days from the date of receipt of the Letter of Credit copy.  
Non delivery of items within the stipulated time will lead to cancellation of Purchase Order without any notice. In addition, action will be taken for removing them from our mailing list in respect of future enquiry.
13. IIT Madras is exempted from the Payment of Excise Duty and also eligible for payment of concessional Custom Duty against submission of exemption certificate. Necessary certificate will be issued on demand. IIT Madras, will make necessary arrangements for the clearance of imported goods at Airport. Hence, the price should not include the above charges and duties.
14. We are eligible for concessional VAT/CST on submission of concessional certificate (The Institute is not authorized to issue 'C' or 'D' forms of Sales Tax Certificate). Hence, VAT and Central Sales Tax should be charged at concessional rates as applicable to Educational and Research Institutions run without profit motives, for which necessary certificate will be issued on demand at the time of retirement of documents/payment, wherever applicable.
15. **Pricing:** **The prices quoted by the Tenderer should be inclusive of Sales tax/VAT and other statutory levies like packing, delivery & installation charges. etc** (and should be clearly stated to be so) which will be paid by the Purchaser/if legally leviable at the rate ruling on the date of supply as specified in the Acceptance of Tender. The percentages of tax etc. included should be indicated in clear terms. **If the inclusive price is not given, we will treat your offered rate as inclusive rate and comparison be made with others.** If at the time of comparison of your offer without taxes etc. it happens to be lowest, you must be bound to supply as per the offered rate, i.e. without taxes, etc. Hence, you are requested to be careful while quoting for tender. **YOU ARE ALSO INFORMED TO QUOTE YOUR OFFER UNDER HIGH SEAS SALE TERMS ALSO.** For High seas sales, no VAT/CST will be payable by us. Customs duty will be paid against proof of documents of payment of duty. Clearance will be done by the firm at their own cost. No price revision will be allowed during the rate contract period. **You must give an undertaking to the effect that, in case of downward price movement during the Rate Contract period, the firm shall pass on the advantage to IIT Madras. Your quotation will be summarily rejected, if such undertaking does not accompany the quotation.** For bulk orders, the % of discount offered may also be indicated in the following slabs.

- a) 2 to 10 Nos.
- b) 11 to 25 Nos.

16. For bulk orders exceeding 25 Nos., we have at liberty to negotiate with you for further reduction in the prices offered. If you do not quote, it will be presumed that you are not open for BULK ORDER. Within these categories, you may quote for sub-slabs also.
17. **Period for which the offer will remain open:** (i) Firms tendering should note the period for which it is desired that their offers should remain open for acceptance. If the firms are unable to keep their offers open for the specified period they should specifically state the period for which their offers is to be considered, however, the day upto which the offer is to remain open being declared closed holiday for the Indian Institute of Technology Madras, the offer shall remain open for acceptance till the next working day. (ii) Quotations qualified by such vague and indefinite expressions such as `subject to immediate acceptance`, `subject to prior sale` will not be considered.
18. It is also informed that there is no commitment on our part to place any order on the basis of Rate Contract and the Institute also reserves the right to conduct negotiations in the case of bulk order or cancel the Rate Contract when considered necessary.
19. Earnest Money Deposit (EMD) of Rs.10,000/- has to be paid in favour of the Registrar, IIT Madras, Chennai 600 036 payable at the State Bank of India, IIT Branch, Chennai **at the time of entering into rate contract.** EMD will not carry any interest. The EMD will be retained in the case of successful tenderer until the rate contract period and warranty period is over. EMD will not be waived under any circumstances. This will be forfeited in the case of non-execution of the order with in the due date.

**ALL DEALERS/AGENTS/DISTRIBUTORS ARE REQUESTED TO SUBMIT THE AUTHORIZED DEALERSHIP CERTIFICATE FROM THE MANUFACTURER FOR EACH BRAND QUOTED BY YOU OTHERWISE THE QUOTATION WILL BE SUMMARILY REJECTED.**

Suppliers are informed not to contact the end users directly with an intension of bagging heavy orders.

**(A.V.Sudarsanam)**  
Deputy Registrar (S & P)

This format is filled for each and every model and send a soft copy by email to: [adstores@iitm.ac.in](mailto:adstores@iitm.ac.in).

Additional columns if any required may be added at the end of the format.

### Specification Format

S.No.	Specification	
1.	Make	
2.	Model	
3.	Speed	
4.	Resolution	
5.	Zoom	
6.	Auto Duplex Unit	
7.	Multiple Copy	
8.	Standard R/E	
9.	Network Printer Kit	
10.	Electronic Sorting	
11.	Memory	
12.	Tray Capacity	
13.	Continues Copy	
14.	Max. original size	
15.	Printing facility	
16.	XY Zoom	
17.	Life of the Machine	
18.	Toner Yield	
19.	Drum Yield	
20.	Negative Reversal	
21.	Positive Reversal	
22.	Price	
	<b>Optional Items:</b>	
i)	Auto Duplex Unit	
ii)	Multi Bypass tray	
iii)	Automatic Document Feeder	
iv)	Paper Feed Cabinet	
v)	Network card	
vi)	Reverse Automatic Document Feeder	
vii)	Printer Interface Kit	
viii)	Scanner Card	
ix)	Fax Card	
x)	Stapler & Finishing Unit	
xi)	Document Finishing Unit	
xii)	Staple Unit	
xiii)	Booklet Folder	
xiv)	Punch hole unit	
xv)	PDF Editor	
xvi)	Other Optional	
	Discount	02 - 10 nos. 11 - 20 nos.
	Bundle Offer	

: 2 :

<b>Terms &amp; Conditions</b>	
1.	Price
2.	Taxes
3.	ED
4.	Warranty
5.	Payment
6.	Delivery Period
7.	Delivery Charges
8.	CSMC/AMC Charges if any after warranty
9.	Bulk discount/price
10.	Validity
11.	Order to be placed with, contact person details