



Shri Mata Vaishno Devi University
Kakryal, Katra -182320, J&K
01991-285535, 285634, Fax: 01991-285573
Email: purchase@smvdu.ac.in.

No.SMVDU/S&P/AA/2018-19/ **185**

Date: **29th** May, 2018

M/s _____

SUB: Inviting Sealed Quotation for Supply of Photocopier Machine for Academic and Affairs Section at SMVD University.

Dear Sir,

Shri Mata Vaishno Devi University (SMVDU) intends to purchase of Photocopier Machine with the following specification:

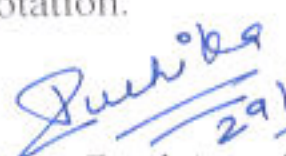
S.No	Description	Qty. Approx.
01	Photocopier Machine Make Canon Model No.4525 (Image Runner Advance)	01

In this regard, you are hereby requested to submit your sealed quotation with special discount to SMVDU for the supply of above furniture items.

Terms & Conditions

1. Last date and time for receipt of quotation at Shri Mata Vaishno Devi University, Kakryal Katra - 182320 (J&K) is **12th June 2018 upto 5:00 pm.**
2. The quotation should be on the letter head of the Company with reference no. and date on it.
3. The delivery period of equipment /material / items should be clearly mention in the quotation.
4. Please submit your quotation in sealed cover superscribing the Quotation Enquiry number and due date failing which the quotation is liable to be rejected.
 - a. Price quoted for the material / equipment shall be final and valid for 3 months.
 - b. Quotation without the authorization from the Company will not be accepted.
5. Delivery of material /equipment / stores mentioned in this quotation will be supplied by the supplier at SMVDU Stores at Kakryal, Katra-182320 (J&K)
6. Rate offered must be for metric system of unit lengths or volume or weight.
7. SMVDU reserves the right to increase the quantity mentioned in this enquiry and SMVDU reserves the right to split this quotation and place order on one or more

- suppliers/ quotationers and the right to reject partly or completely quotations without assigning any reasons thereof.
8. The quotation shall be complete in all respects and the firms shall give the Make /Brand name offered for the items in the quotations. Wherever applicable, technical literature may please be enclosed alongwith quotation.
 9. The payment will be released after the receipt of all and complete material/equipment with complete accessories in good working condition.
 10. Material/ equipment shall be guaranteed for the minimum period one year for satisfactory performance, workmanship and for the quality of material/ equipment supplied by the firm from the date of delivery/ installation.
 11. Quotation received after DUE DATE will not be considered. SMVDU shall not be responsible for delays in postal transit.
 12. All taxes / duties should be clearly mentioned in the Quotation.
 13. ELECTRICALS: All electrical equipments should be suitable for operation on 230V, 50 Hz or 440V, 50 Hz, 3 phases as applicable and must be tropicalised for Indian conditions.
 14. AFTER SALES SERVICE: The offer shall clearly state full details of the after sales service facility available for the equipment. The details shall include qualification of service personnel stationed at the service centre, response time in case emergency, availability of spares, etc. The offer shall also give the amount and other terms & conditions for annual service contracts of the equipments after the expiry of the guarantee / warranty period.
 15. PACKING:
The equipments shall be packed suitably for dispatch direct to SMVDU at Suppliers expenses and supplier shall be responsible for any damage during transit.
 16. JURISDICTIONS FOR DISPUTES: In all disputes the decision of the Registrar, SMVDU, shall be final , conclusive and binding on the supplier /. All disputes shall be subject to the jurisdiction of the courts in the District Reasi.
 17. DEVIATIONS: Deviations, if any from the specifications given which provide for improvement in the functioning of the equipments will be accepted. Such deviations and their advantages shall be clearly brought out in the tender / quotation.


29/5/2018
Asstt. Registrar (S&P)