



UNIVERSITY OF KERALA

Transport Wing, Engineering Unit, Karyavattom ,Thiruvananthapuram, Kerala -695 034
(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

TW/NP/01/2018

Dated: 21.05.2018

QUOTATION NOTICE

Sealed Competitive quotations are invited from reputed firms/ manufactures for Supply of following item as per the minimum specification given below for the use of Transport Wing, University of Kerala, Kariavattom Campus

1	Name of Item	Branded Photocopier
2	Documents to be submitted	1. Technical Data Sheet of the items as per annexure 2. Details of warranty 3. Details of the Firm 4. Financial Bid 5. Any other relevant information
3	Last date of receipt of Tender/Bid	06/06/2018, 3:00 PM
4	Date and Time of Opening Tender	06/06/2018 3:30 PM
5	Contact Number	9656004647

The sealed quotation should be addressed to the undersigned super scribing as “Quotations for the purchase of photocopier for use in Transport Wing of University Engineering Unit Kariavattom”. The last date of receipt of quotations is at 3.00 PM on 06/06/2018. The quotations will be opened at 3.30 PM on the same day in the presence of vendors then present.

Sd/-

Assistant Engineer Mechanical

- Encl: 1) Technical Specifications**
2) Terms and Conditions
3) Annexure for item quoted

Terms and Conditions

1. The Bidder shall quote price in clear terms and also the specification of products. The rates quoted must be inclusive of all taxes, cost of supply at site, warranty and installation charges etc...
2. The price should be quoted only in Indian rupees. The bid shall be typed and signed by the bidder along with the details in the annexure.
3. Partial quote shall not allowed.
4. The bidder should quote the manufacturing brand, its quoted model's name for items offered (Canon, HP, and Xerox etc.).
5. Multiple quotes from same firm shall be rejected.
6. Validity:- The Bid will be valid for 90 days from its date of opening. Further extension can be done by mutual consent.
7. Delivery :- The item should be delivered at Transport Wing, University of Kerala, Kariyavattom.
8. Installation and commissioning :- The items shall be installed and commissioned at the Transport Wing, University of Kerala, Kariyavattom.
9. Payment:- The University will release the payment only after inspecting the equipment and satisfying that the supply is as per the requirements. The payment will be made after successful completion of the supply on producing invoice in triplicate with warranty registration documents.
10. Warranty/Guarantee:- The supplier shall guarantee to repair/replace the items or its part – if found defective within the warranty period. The entire expenditure for repair/ replace the item in this regard shall be borne by the supplier.
11. In case of disputes, the decision of University authority shall be final and binding on bidders.
12. The undersigned reserves the right to reject or accept any or all the tenders received fully or partly without assigning any reason thereof.
13. General rules relating to purchase of materials /equipments will also be applicable to this tender.
14. The cover may be superscripted with “Supply of Photocopier – Transport Wing” and also should be addressed to Assistant Engineer Mechanical, Transport Wing, University of Kerala.
15. The bids shall be opened at the office of Transport Wing, University of Kerala, Kariavattom Campus on the Date mentioned above. If the above date of opening tender happens to be on a holiday or due to any other valid reason, the tender opening process will be done on the next working day or the day fixed by the undersigned.

Sd/-

Assistant Engineer Mechanical