

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY; Vishnupuri, NANDED

No.: - SGGSI&T/EXTC/22/Toner cartridges/2020-21/ 1377 To 1379 Date: 1/10/2020

To,

All Addresses over the leaf

Sub: **Regarding quotation for supply of Toner cartridges.**

Dear Sir,

You are requested to send your most competitive quotation for the supply of above as per the list of enclosed items, subject to conditions mentioned. The quotation in sealed cover should reach this office on or before **9/10/2020**.

The sealed cover should super scribe as **Electronics Deptt. QUOTATION: Toner Cartridge** due on **9/10/2020**. The quotation will be opened on **9/10/2020 at 3=00 pm**. If possible, in the presence of such suppliers who remain present.

TERMS and CONDITIONS:

1. Rates quoted are freight on road (F.O.R.) at Vishnupuri, Nanded.
2. The taxes, insurance, freight, Packing & forwarding charges etc. if any must be mentioned separately.
3. The validity period for the rates offered should be clearly mentioned and it should be minimum for 180 days from the date of opening of the quotations.
4. The delivery period shall be clearly stated.
5. The items quoted should confirm to the specification given. Please furnish your detail specifications against each item quoted. The relevant catalogue/pamphlet should necessary accompany the quotations.-
6. The institution reserves the right to accept any quotation or reject any/all quotations and to order any of the items in any quantity without assigning any reason.
7. The items will be checked at the institute and acceptance is subject to the approval of the institute.
8. If institute thereof reject the supply of any part, the supplier should have to bear all expenses incurred in matter including all charges for return and replacement of the items.
9. Guarantee should be minimum 12 months from demonstration of the m/c, equipment.
10. 100% payment will be made after receipt of material in good condition and approved by this institute.
11. **If you are having with DGS&D rate contract for the items, you may please send copy of rate contract.**
12. **If your items is /are your PROPRIETARY ITEM, you may please send the PROPRIETARY ITEM CERTIFICATE along with the quotation.**
13. **If you are AUTHORISED DEALER of any manufacturers, then please send the Dealership certificate and company price list along with the quotation.**
14. **If your quotation is as per our specification and lowest in price, then you shall be intimated to submit the SECURITY DEPOSIT @ 5% value of total order, after receipt of security deposit purchase order will be placed.**

Thanking you,

Yours Faithfully

Dr. A.V. Nandedkar

PROCUREMENT OF GOODS
Technical Specification Submission
Date: 1/10/2020

Package No. 22	Items	Specifications for Toner cartridges of xerox m/c	
1	Toner Cartridges (3 Nos.)	A) RICOH MP 5002 SP	Black Color 1 No.
		B) RICOH MP 3001	Black Color 1 No.
		C) RICOH MP 3554	Black Color 1 No.