



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND  
RESEARCH THIRUVANANTHAPURAM (IISERTVM)  
(Govt. of India, Ministry of H.R.D)**

PH: 0471-2597454  
FAX: 0471-2597427  
EMAIL: PURCHASESTORES@IISERTVM.AC.IN

CET CAMPUS, KULATHUR, ENGINEERING COLLEGE.P.O  
THIRUVANANTHAPURAM 695016,  
KERALA, INDIA.

Date: 20<sup>th</sup> January 2016

**INVITATION TO TENDER**

**No: IISER/PUR/6440/15**

**Due Date: 2<sup>nd</sup> February 2016 [4 PM]**

**Opening Date: 3<sup>rd</sup> February 2016 [3 PM]**

Dear Sirs,

**SUB: MULTI-FUNCTION PRINTER ON PER PAGE/ CLICK.**


We would like to have services of the printer for our day to day printing needs of Institute at one of its location. In this regard you may submit your proposal to deploy a Multifunction printer with network option having printing speed of 40 ppm. The system should have color scanning, auto duplex with ADF, with two paper trays for A4 & A3.

The vendors are requested to quote the **rate per page/ click only[not Rental basis]**with (minimum number of copies and amount) per month. The payment will be made every month as per consumption/usage.

Please quote your lowest rate and shortest delivery period as per the following terms. Your offer in sealed cover **SUPERSCRIBING TENDER NUMBER AND DUE DATE** shall reach us on or before the due date and time. Please follow "Instruction to Tenderers" attached.

Thanking You,

Yours Faithfully  
Sd/-  
(Competent Authority)  
IISERTVM

Approved for Issue  
  
Ajith Prabha  
MSA [P&S]

**NB: OUR PREVIOUS TENDER OF EVEN NO. DATED 6<sup>TH</sup> NOVEMBER 2015 (DUE DT. 20<sup>TH</sup> NOVEMBER 2015)  
STANDS CANCELLED AND THIS IS A RETENDER.**

**P.S: CATALOGUE/LEAFLET FEATURING ALL TECHNICAL SPECS/INFORMATION OF THE  
PRODUCT QUOTED SHALL ACCOMPANY THE OFFER.**

**IISERTVM**  
**INSTRUCTIONSTOTENDERERS[INDIGENOUS].**

1. Tenders should be sent in sealed envelopes superscribing the relevant tender no. and the due date of opening. Only one tender should be sent in each envelope.
2. Late tender and Delayed Tenders will not be considered under any circumstances.
3. Sales Tax and /or other duties/levies where legally levies and intended to be claimed should be distinctly shown separately in the tender.
4. (a). Your quotation should be valid for a minimum period of 60 days from the date of opening of the Tender. Quotation with firm prices will be preferred.  
(b). Prices are required to be quoted according to the units indicated in the Invitation to Tender. When quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished.
5. **(a) Preference will be given to those tenders offering supplies from ready stocks. The basis of delivery is at IISER site free of cost.**  
**(b) Our payment terms are within 30 days of receipt and acceptance of the item at our site.**
6. (a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.  
(b) Samples, if called for, should be submitted free of all charges by the tenderer and the IISER shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to take back the samples at his own expense.  
(c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available the same should also be indicated in your offer.  
(d) **Specifications:** Stores offered should strictly conform to our specifications. Deviations, if any should be clearly indicated by the tenderer in their quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary along with the quotations. Test Certificates wherever necessary should be forwarded along with supplies. Whenever specifically mentioned by us the tenderer could suggest changes to specifications with appropriate reasons for the same.
7. IISER shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered and the tenderers shall supply the same at the rates quoted.
8. Corrections, if any, in the Quotation must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Quotation must have price for each line item and totaling of the price including taxes and duties should be clearly mentioned.
9. The tenderer should mention the name of his bankers, Sales Tax Registration, PAN number etc in the tender.
10. The authority of the person signing the tender, if called for, should be produced.
11. The purchaser reserve the right to accept or reject the lowest or any other offer in whole or in part without assigning any reason.
12. IISER being a Govt of India Educational and Research Institute, is exempted from payment of Excise Duty under Notification No. 10/97 and Customs Duty under Notification No. 51/96- Customs dated 23<sup>rd</sup> July 2009. Also, we can issue Form16 as per VAT Rules.
13. The stores supplied should be covered with minimum of 1 year warranty from the date of supply, installation and commissioning.

