

QUOTATION NOTICE  
(Third Time)

No.SGBAU/2/Store/ 42 /2024  
Date- 27 .06 .2024.

To,

1. M/s Reliable Automations  
Plot No.8, NIT Layout, Flat No.2  
Shivdatta Appartment, Behind Shree Radha Mangalam Hall  
Pratap Nagar, Nagpur-440 022
2. M/s. Techmart Systems Company Pvt. Ltd.  
20 A Shivaji Marg  
New Delhi-110 015.
3. M/s. Copypro Technologies Pvt.Ltd.  
Plot No. 80, Near J.P.Chambers,  
Madhav Nagar, Nagpur.

Sir,

Sealed Quotation duly superscripting our Enquiry reference number and due date are invited for following material of Canon Photocopier Machine Model No.IR Adv-4251 & IR-2530 as per our terms and Conditions attached. Quotation complete in all respect shall be received on or before **05-07-2024 upto 13.00** hours at Central Inward Section (Main Administrative Building, Sant Gadge Baba Amravati University, University Campus, Tapowan, Amravati.

Sr. No.	Description	Quantity
1	Providing and fixing of Spare part for Canon Photocopier Machine Model No.IR Adv-4251	As per quotation Form
2	Providing and fixing of Spare part for Canon Photocopier Machine Model No. IR-2530	As per quotation Form

Note – Kindly submit your rates only on enclosed quotation format

  
Deputy Registrar (Store)  
S.G.B.Amravati University

**Copy for information & necessary action to:**

- 1) Asstt. Registrar (Admn.) S.G.B. Amravati University.
- 2) Quotation Opening file Store Section,
- 3) Head, Computer Centre.
- 4) Notice Board.

**QUOTATION FORM**  
**(Third Time)**

To,  
Registrar,  
Sant Gadge Baba Amravati University,  
Amravati

**Sub : Providing and fixing of spare parts for Canon Photocopier Machine Model No. IR Adv-4251 & IR-2530.**

Ref : 1. Quotation Notice No. SGBAU/ 2/Store/ 26 /2024-25. Date : 22 / 05/2024

Ref : 2. Quotation Notice No. SGBAU/ 2/Store/ 35 /2024-25. Date : 14 / 06/2024

Ref : 3. Quotation Notice No. SGBAU/ 2/Store/ 42 /2024-25. Date : 27 / 06/2024

R/Sir,

With reference to above I / We

M/s..... quote herewith the rates for providing and fixing of Spare Parts for Canon Photocopier Machine Model No. IR Adv-4251 & IR-2530. I / We read & accepted all terms & conditions which is enclosed with this Quotation Form.

<b>Purchase of Spair Parts for Repair of Canon Photocopier Machine Model No. IR Adv-4251 &amp; IR 2530</b>						
Sr.No.	Part Description		Qty.	Rate/Unit	GST	Total Rs.
1	Hopper Assembly for Model No. IR Adv-4251		1			
2	Roller Paper Pickup for Model No. IR 2530		1			
3	Roller Separation for Model No. IR 2530		1			
4	Roller Feed/Separation for Model. No. IR 2530		1			
5	Roller Paper Pickup for Model No. IR 2530		1			

Name of Firm.....

GST No.....

.....

PAN No. ....

Address.....

Pone No.....

.....

Mobile No.....

.....

Email.....

.....

Pan No.....

Pin Code No.

TIN No.....

DATE:.....

Signature with Stamp of Firm

Quotation Notice No. SGBAU/2/Store/ 26 /2024-25, dated 22 /05/2024  
Quotation Notice No. SGBAU/2/Store/ 35 /2024-25, dated 14 /06/2024  
Quotation Notice No. SGBAU/2/Store/42/2024-25, dated 14/06/2024

Sealed Quotation are invited from the Authorized dealer/Authorized supplier for providing and fixing of spare parts for Canon Photocopier Machine.

- 1) The completed quotations should be compulsorily submitted in Central Inward Section (Administrative Building) at Sant Gadge Baba Amravati University on or before due date and time. The address on envelope of quotation should be as "Registrar, Sant Gadge Baba Amravati University".
- 2) Quotation duly filled in will be accepted on or before 05-07-2024 up to 13.00 hours and will be opened on 05-07-2024 at 16.00 hours in the presence of bidders & tender opening committee if possible
- 3) The University will not accept any quotation after 13.00 hours on 05-07-2024 . Sant Gadge Baba Amravati University will not be responsible for postal delay, non-receipt / non delivery of tender documents or loss of documents in transit.
- 4) The Security Deposit will be 5%, of total cost of approved rates.
- 5) The bidder should submit the quotation in single bid envelopes system. While submitting the quotation, bidder shall submit the following documents with price offer (rates) in sealed envelope as under with these terms and conditions.
  - a) Copy of GST Registration Certificate.
  - b) Copy of Shop Act Registration, if available
  - c) PAN Card
  - d) Valid authorization Certificate (if applicable)
  - e) Price offer (rates) in enclosed prescribed quotation format
- 6)
  - a) Successful bidder availing the facility of exemption shall have to deposit 5% on the total cost of approved rates as security deposit within specific /stipulated period prescribed by University after acceptance of their rates in the forms Demand Draft / pay Order / banker Cheque / F.D.R. in favour of Finance & Account Officer.
  - b) The security Deposit of successful bidder will be refunded only after satisfactory supply and installation.
  - c) Failure of the successful bidder to deposit Security Deposit within prescribed time limit shall constitute sufficient grounds for the annulment of the award. In this event the University may make the award to the next lowest evaluated bidder or call for new bids
- 7) Incomplete quotation not in conformity with our prescribed specifications, terms & conditions will be rejected. University has right to accept/ reject any or all quotation without assigning any reason's.
- 8)
  - a) Rates should be valid till 31/03/2025
  - b) The suppliers should quote rates for each article quite independent of the rates of other articles, as it will be the right of the University to accept the offer partially or fully.
- 9) Rates to be mentioned F.O.R. Stores/ Dept. & including all taxes. i.e -GST, installation, Transportation etc. complete
- 10) The supplier shall supply the ordered goods within the delivery period mentioned in the purchase order. Failing which the penalty @ Rs.100/- per day shall be charged and shall be deducted from the bill of supplier In case of emergency, University shall reduce the delivery period and the supplier shall have to deliver the goods within the reduced delivery period. The delivery period shall be maximum of 15 days from the date of supply order.
- 11) University has right to reject any part or full articles if the quality of material is disapproved & will be kept in stores / Dept. at supplier's risk only. It should be replaced at suppliers own cost within seven days.
- 12) In the event of failure to comply with the supply order the EMD will be forfeited. As well as if suppliers fail to replace the rejected goods in time, we are at liberty to purchase the ordered goods from the open market without giving any prior notice & if compelled to purchase at the higher price than your approved rates such losses shall be recovered from the S.D. or any outstanding payment of the bidder.
- 13) Weight/Quality/Quantity of the materials will be confirmed after our physical checking at our stores/Deptt. & if the shortage in any terms is found, amount will be deducted from the invoice.
- 14) The terms of payment in advance or through bank will not be accepted
- 15) No negotiation will be done.
- 16) Term of payment: Payment to be made to the supplier will subject to the deduction of taxes applicable at source at the rate in force from time to time and after satisfactory supply and installation.
- 17) In case of substandard material the supplier shall have to replace same within 7 days otherwise penalty of Rs. 100/- per day will be charged and 2% penalty at the cost of material due to substandard supply. In case of defects noticed during use of material supplied by the supplier within 4 month from the date of supply order the supplier will required to repair / replace the materials etc failing which the material will be repaired / purchased from another agency and the difference in cost, if any adjusted from the security deposit or other any pending bills of the supplier.
- 18) Any dispute arising out of or relating to this enquiry / tender or regarding supply the decision of Hon'ble Vice-Chancellor shall be final.
- 19) Right to reject / accept quotation partially or fully is reserved by the University.
- 20) No person or organization submitting quotation should have a interest in any other organization participating in this quotation process. If such direct interest is found, it will be treated as conflict of interest and as result both or more quotations will be rejected. Example: If two firms are submitting quotation for the same project/purchase, the person who is the owner/director /partner/ major shareholder of company "X" should not be the same person as owner/ director/partner/ major shareholder of company "Y". (Enclosed undertaking be submitted with quotation.

  
Deputy Registrar (Store)  
Sant Gadge Baba Amravati University

I / We have read carefully above terms and condition and have understood the same in vernacular known to me / us about all the Standard Terms & Conditions and I / we hereby agrees to the same and shall abide by them hence this verification

Date. -06-2024

Seal and signature of vendor

**UNDERTAKING REGARDING OWNERSHIP/DIRECTORSHIP/PARTNERSHIP**

(To be executed on plain paper and self-signed)

I/We .....

Owner/director/partner/major shareholder of company of M/s.....

Hereby declare that myself as a owner/director/partner/major shareholder of company of any other firm has not been participated in this quotation/tender process.

Signature with Stamp

Date:-

Place:-

Name: .....

Address: .....

.....

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*[Handwritten signature and stamp]*