

Grams: RITTSOUTH

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**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH**



(Government of India, Ministry of Human Resource Development)  
Taramani P.O., Chennai – 600 113.

No. DEM&AP/Pur/Copier/2017-18/

Date: 16.02.2018

To

The Firms  
(Manufacturers / Authorised Dealers of Copiers)

Delivery required by:

**Immediately**

**QUOTATION DUE DATE**

(a) Please send your quotation within the due date in a sealed envelope on or before **27.02.2018**

(b) Delivery required at: DEM&AP, NITTTR, Taramani, Chennai – 600 113

Sl. No.	Description of Items	Approximate Quantity Required
1.	<p><b>Digital (Monochrome) Multifunctional Copier</b></p> <p><b><u>Specification:</u></b></p> <ul style="list-style-type: none"><li>• Paper Size – A3 (maximum); 22 A4 copies / 11 A3 copies per minute</li><li>• Zoom range – 25% to 400%; Multiple Copies – 1 to 99 copies</li><li>• DADF / RADF facility for Copier and Scanner upto A3 paper size</li><li>• 1 Paper tray (250 sheets) and 1 Multi-bypass tray (80 sheets) upto A3 size</li><li>• Network Printer with Duplex facility; Dept ID Management</li><li>• Network Color Scanner with Scan to Folder in (.jpg &amp; .pdf formats)/ mail facility</li></ul> <p><b>Product quoted must be of a reputed brand / make with manufacturer warranty and Should also produce Authorised Dealer / Partner Certificate</b></p> <p><b>Provide the following additional information:</b></p> <ul style="list-style-type: none"><li>• Rate per Toner and Toner yield</li><li>• Rate per Drum and Drum Yield</li><li>• Rate of other consumables to be replaced periodically and their life span</li></ul>	<b>1 no.</b>

**Note:**

- Price must include delivery and total installation at our premises inclusive of all taxes with GSTIN
- Indicate the Reference No. and the last date on the envelope
- Should have regional office at Chennai, if firm is located outside Chennai

**Cover should be addressed:**

The Head-in-charge  
Dept. of Educational Management & Applied Psychology (DEM&AP)  
National Institute of Technical Teachers Training and Research,  
Taramani, Chennai – 600 113.

(For terms and conditions please see overleaf)

**HEAD i/c, DEM&AP**

## Terms & Conditions

1. The quotation must specify the period within which the supply could be effected from the date of receipt firm orders.
2. Quotation received after the due date mentioned on the reverse will not be considered.
3. Your quotations should be for materials strictly in accordance with the specifications shown. In case you are offering substitutes state clearly the exact specification etc, of the materials offered Drawing sketches or any other technical data should be submitted separately.
4. The prices quoted should clearly specify charges for delivery of the goods to destination indicated overleaf.
5. The prices quoted should include all packing costs and it will be assumed that packing materials (cases etc.) are non-returnable unless otherwise stated.
6. Sales tax or any other taxes if applicable should be shown separately giving the full rate of taxes for each items giving ex-incident of such levies.
7. The Director reserves the right to accept the whole or part of any quotation without assigning any reason and the lowest or any quotation, will not necessarily be accepted, and the Director's decision shall be the final.
8. Samples must accompany the quotation when so specified or within two days when asked for later.
9. If it is discovered that the materials supplied are not exactly according to the specification, the entire stock will be rejected.
10. We reserve the right to inspect the goods offered at any stage of manufacture / supply at your premises.
11. Any dispute arising out of or relating to this Enquiry shall be deemed to have arisen in Madras and is subject to adjudication of the Madras Courts.
12. Rates quoted once will remain firm for that particular dealing.
13. The quotation should be kept valid for a period of 60 days from the date of opening for acceptance.
14. Payment will be made after confirmation on receipt of the materials in good condition at this Institute (normally within 30 days.) Advance payment will not be entertained at any circumstances.
15. Printed conditions of the firm sent along with the quotation form if any, shall not be binding on us.
16. In case of Printing the Proof should be got approved before final strike.
17. Materials should be supplied at this institute in good condition.
18. Price quoted by the suppliers accepted by the Director is final, and no deviation there from will be accepted without the Director's agreement in writing.
19. If the rates are under D.G.S. & D. Please specify the same clearly enclosing necessary documents.