



## GOVERNEMENT COLLEGE OF PHARMACY

Kathora Naka, AMRAVATI 444 604

(0721) 2531690 (O)  
www.gcopamravati.ac.in

Fax. No. (0721) 2531242 2531827  
e-mail: gcopamt@gmail.com

GCOPA/Store/2016-17/775

Date: 11/07/2016

Subject: Quotation for supply of Printer & Xerox Machine Toner Cartridge for the year 2016-2017.

Dear Sir,

I have to request you to kindly quote your lowest reasonable rates for the following item and send the quotation in the sealed cover, so as to reach the undersigned on or before **29** July 2016. Date of Opening **30** July 2016.

Sr. No.	Specifications	Qty. Required
1.	HP Laser Jet Printer Toner Cartridge HP – MFP M126.	04 Nos.
2.	Ricoh Xerox Machine Toner Cartridge MP C2051	02 Nos.

### TERMS AND CONDITIONS FOR QUOTATIONS

The quotation should be submitted as per **TWO ENVELOPE SYSTEM ONLY**. Both the Bids (Technical as well as Commercial) shall have to be submitted. Bids not submitted will not be entertained.

#### **i) Envelope No.1: Technical Bid**

Technical Envelope shall contain following documents:-

- Technical literature/ Leaflet/ Samples/ Information/ of the make and model no etc quoted.
- Sales tax / VAT registration certificate.
- Authorization certificate from manufacturer.
- No deviation certificate.
- List of users with complete address, name of contact persons, contact numbers and email address.

#### **ii) Envelope No.2: (Commercial Bid)**

- The rate should be quoted only for the items specified in the Technical Bid (Envelope No.1) and should be for items of given specification / Make /Model/ Manufacture.



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- Bidder should not quote his offer any where directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.
- Inspection charges if any are to be borne by the supplier.

**Validity:** The rates offered should be valid up to 31<sup>st</sup> March of year from the date of opening of Quotations.

**Delivery:** Rates quoted will be considered FOR destination, Installation & training at College Premises unless otherwise stated.

**Payment:** Payment will be made as and when the grant is available after receiving the goods in satisfactory conditions and satisfactory demonstration/Installation etc. at the consignee's destination at cost of supplier.

**Taxes:** Rates quoted will be considered **inclusive of all taxes**, if not stated separately in the quotation. (Statement like taxes extra or as applicable will not be considered).

**General Note:-**

- The supply shall be executed according to instruction by Institute.
- The **technical support shall be provided by the vendor/ supplier without any additional charge during guarantees/ warranty period.**
- In lieu of any defect in material, the agency shall replace the material.
- For any quoted brand if Authority letter from the company in original stating that he is authorized to participate in the quotation and minimum three quotations are not available it will be rejected.
- Do not quote for the brand for which authority letter is not available.
- Manufacturer / supplier should submit the signed and stamped rate catalogue/ booklet whenever demanded by us so as to enable us to know which make is quoted along with model no / sr. no. of the item / code no etc.
- Rate quoted as per authorized pricelist will be considered. Any change / deviation in the rate of any item should be informed in advance and will be only applicable if approved by purchase committee.
- The supplier has to submit copy of authorization letter from the company.
- Proof of permission to manufacture the equipment/ item mentioned in the tender document from competent authorities.
- Proof of permission for sales/trading of the equipment/ item or of similar kind mentioned in the quotation document from competent authorities.



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- The Institute reserves the right to reject any or all quotations without assigning reason therefore.
- Warranty and AMC if applicable.
- **The dispatch number of this office should necessarily be superscripted on the Envelope.**
- Supplier must furnish following Registration Description on separate sheet with technical bid.
- Supplier also give the details of CMP registration no. for on line payment.


### Description of Registration to be filled up by Agency



**(PAN card, VAT, Professional Tax, Service Tax)**

Sr. No.	Description of Registration	Registration No.	Validity Period	Copy attached	
				Yes	No
1.	<b>PAN card</b>				
2.	<b>VAT</b>				
3.	<b>Professional Tax</b>				
4.	<b>Service Tax</b>				

Signature & Name of the authorized person  
of quoting agency with the seal of the firm

Date: 11/07/16.

  
Principal 11/7/16  
Govt. College of Pharmacy,  
Amravati.

  
  
11/7/16