

(इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी मन्त्रालय, भारत सरकार की स्वायत्त संस्था)

(An Autonomous Scientific Society of Ministry of Electronics & Information Technology, Govt. of India)

(Cedar wood Building, Jakhoo Road Shimla, HP -171001)

Phone: 0177-2650613, Fax: 0177-2804216 Email ID: shimla@nielit.gov.in

NIELIT/SML/32/2016/

Date:

To,

Subject: **Purchase of HP LaserJet printer**

Dear Sir,

NIELIT invites proposals from interested & eligible bidders along with terms & conditions for supply & installation of following item(s):

SN	Particular of Item (s)	Qty. Required	Rate Quoted /Unit (with tax)
1	HP Laser Jet Pro 500 Color MFP M570dw Printer	01	

Terms & Conditions:

- The quotation should be addressed to Director In-Charge, NIELIT Shimla
- The price quoted should be inclusive of all taxes and carriage and cartage and delivery at Cedarwood Building, Jakhoo Road, Shimla - 1. No extra payment will be made for transportation of item(s) to NIELIT Jakhoo office.
- The quotation/offer must be submitted on or before last date of submission (09-Sep-2016 at 3.00 PM) in the sealed envelope. Quotations received after the due date will not be considered. It shall be opened at 3.30 p.m. on the same day in the presence of vendors, whosoever present in tender opening meeting.
- The item must be delivered & installed within 15 days from the date of issue of the purchase order. Penalty for late delivery & installation would be levied at the rate of 1.0 percent per week or part thereof subject to a maximum of 10 percent of the value of material as has not been supplied within the stipulated period. In case delivery & installation is not completed within 15 days after the specified period, the Director In-Charge, NIELIT Shimla may cancel the order and arrange to procure the said item from any other source at the risk and cost of the vendor.
- Quotations will not be accepted by Fax, Email or any such electronic data transfer form.
- Validity of the quotation should be for a period of at least 60 days from the date of opening of the quotation
- No advance payment (Prepayment) will be made at any cost to the successful bidder.

- NIELIT Shimla does not bind itself to accept the lowest or any such quotation and has the right to accept or reject whole or any part of the quotation or a portion of the supply of goods without assigning any reasons. No correspondence in case of rejected bids will be entertained. Incomplete quotations are liable to be rejected.
- All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the Director In-Charge, NIELIT Shimla.
- The goods should be neatly packed and the packing should be opened in presence of the representative of NIELIT Shimla.
- Any defective item will be replaced by you without any extra cost.
- The third party item should be delivered in its OEM packing. Also bidder has to provide copy of authorization certificate issued by OEMs and also original warranty cards of supplied items and duly attested by authorized signatory of bidder.
- The successful bidder will have to provide warranty support for period of 1year from date of acceptance by NIELIT Shimla. The warranty support will include replacement of item(s) gone bad during warranty period.
- Payment will be made after submission of installation report.

For NIELIT Shimla