



**Devi Ahilya Vishwavidyalaya,**

**INSTITUTE OF ENGINEERING & TECHNOLOGY**

Khandwa Road, Indore 452017  
Tele 0731-2361116-17 (Ext.416)

IET/DAVV/2018-19/ IET/605

Date 22/3/19

**CLOSE TENDER ENQUIRY**

To,

Sub: Closed tender enquiry for the department of IET.

Sir,

Please quote your least prices for the items with the specifications as given under in a closed sealed envelope latest by 22/3/19 at 01.00 pm.

Item: Scanner cum PDF convertor (Qty.01 no.)

Make: EPSON / Canon / HP

Specification: 1200DPI/ 25 PPM

Automatic Document Feeder up to 50 sheets

Duty cycle 1500 sheets

Please quote reference as above our terms & conditions are given overleaf.

Yours Sincerely,

*S.V. Zaccaro*  
Prof In-charge, Purchase

**Director,**  
Institute of Engineering & Technology  
Devi Ahilya Vishwavidyalaya.

## Terms & conditions

The tender should go through the conditions, laid in the tender form carefully and submit the quotations per condition, laid deviation, if any, be clearly stated. Please also mention the net price inclusive of all taxes and other levies for the purpose comparison.

1. Sealed tenders subject to the under mentioned terms and conditions are invited for purchase of items listed overleaf your tender which must reach this office on or before the date shown overleaf. Tender received after due date will not be considered. **Please write Institute's reference no & date on the sealed envelope.**
2. The rates quoted should be firm and inclusive of all charges for delivery F.O.R. Institute inclusive of packing and forwarding etc.
3. No overwriting be done on the rates and units. The rates should always be quoted in both figures and words and correction if any must be signed by the Vendor (Authorized Signatory).
4. No claim for any tax or duty, not stipulated in the tender will be admitted at any stage.
5. Tenders may be accepted in part or in full or may be summarily rejected without assigning any reason.
6. Unless otherwise stipulated the tender will be valid for 90 days from the due date of opening the tender.
7. In case of dispute, the decision of the Institute shall be final.
8. The payment shall normally be made within 10-14 days, after satisfactory receipt/ installation/ demonstration of the good as per the specification laid in the quotation and pre-audit by RSA. In some cases 90% payment is made through back against the inspection of the equipment at one of the either sites. In case inspection is made at vendor's site the TA/DA shall be borne by the vendor rest 10% will be released after testing and successful installation of the item.
9. Along with quotation kindly Submit following. Information with documentary proof for e-payment;
  - a) Name of firm.
  - b) Name of Bank.
  - c) Account number of firm.
  - d) IFSC code of bank
  - e) Name of Bank Branch.
  - f) Address of firm.
  - g) PAN Card of firm.
  - h) Phone no /Mobile no. of firm/Contract Person.
10. Clarification, if any, be sought from the institute before submitting the tender.

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