



STORE & PURCHASE

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(An Autonomous Institute of Govt. of NCT of Delhi

and affiliated to University of Delhi)

Azad Hind Fauj Marg, Sector-3, Dwarka,

New Delhi-110078.

PH: 25099058, FAX: 25099022

Website: <http://www.nsit.ac.in>

INTIMATION OF INVITING QUOTATION NOTICE

NSIT invites sealed quotation for following:

Sr. No.	Items:	Approximate Value
1.	Hiring of Two Digital Copier Machine on rental basis for the period of one year, one for Academic Block & others for Library Section. Ref. No. 181(10)/2010-11/NSIT	

The details of terms & conditions can be down loaded from our website: <http://www.nsit.ac.in> or can be collected from Room No. 07, Store & Purchase Section, Administrative Block, NSIT.

The EMD of Rs. 10,000/- is also be submitted along with the quotation in form of DD in favour of Director, NSIT payable at Delhi, in case the tenders are down loaded from website, **the cost of tender of Rs.100/-** must be submitted separately in form of DD in favour of Director, NSIT along with the tender documents. (Tender Cost: Rs. 100/-).

Quotations duly completed in all respect and sealed should be deposited in Store & Purchase Section by **27.01.2011 at 11.30 a.m.**

Quotation received without EMD, late & incomplete in any form will be summarily rejected.

Further information can be had from A.R.(S&P) in person or Telephone No. 25099058.

(M.K.Gupta)
Asstt.Registrar (S&P)

Sealed quotations are invited for installation of Digital Photocopiers on rental basis from reputed firms as per details given below:

Terms & Conditions:

1. Registration of firm from VAT/Service Tax should be provided.
2. Proof of PAN No. /Tin No. should be provided.
3. The firm should have turn over of Rs. 5 lac (attached copy of income tax return for the preceding financial year).
4. List of the Govt. Deptt./Semi Govt./Autonomous/Local Bodies if any along with the copy of agreement & certificate of satisfactory work.
5. Make, Model & date of purchase of Machine to be installed.
6. Rate should be mentioned with the operator and paper.
7. The agency shall be responsible for good & orderly behavior of the vendor. Temporary ID of the Institute can be considered to be issued to him on the recommendation of the agency after proper verification/satisfaction of the institute.
8. Upkeep and maintenance of machine will be the responsibility of vendor/agency.
9. All the consumables will be provided by the vendor.
10. Space will be provided by the institute.
11. The contract will come into force from the date of installation of the machine in working model.
12. If the services/work is not found satisfactory during the contractual period, the institute reserves the right to terminate/cancel the contract by giving 30 days notices in advance.
13. The monthly payment of bill will be released according to the meter reading of photocopier basis after obtaining verification on the body of bills that the meter reading shown on the bill are correct and satisfactory performance from the immediate supervisor of the Institute/Asstt.Librarian.
14. Initially the agreement shall for a period of 1 year. After completion of this work/performance if found satisfactory can be considered to be extended by competent authority for an additional period of 6 months or 1 year on same rate, terms & conditions.
15. Electricity charges shall have to be born by the agency as per actual.
16. Paper to be used should be of best quality (make Century/Modi Xerox (MX75 gsm)/)
17. Timings of working hours shall be for 9.30 A.M. to 8.30 P.M. including Saturdays/Sundays & holidays.
18. In case of the Photocopier is not working and the Institute has to get the photocopies on urgent basis, the same will be got from market and the cost of there of shall be deducted from contractor.
19. Minimum quantity 25000 copies per month per machine for use in Academic Block and minimum quantity 25000 copies per month per machine for use in Library Section for the period of 10 months and rest two months during the vacation period i.e. June-July, charges will be on actual basis.
20. In all cases of disputes, the decision of the Director,NSIT shall be final.
21. All legal disputes are subject to the jurisdiction of the courts in Delhi.