



**BIRLA INSTITUTE OF TECHNOLOGY**  
A Deemed University u/s 3 of UGC Act, 1956  
**MESRA 835215, RANCHI (INDIA)**

Phone: **0651-2276030/2276290** Email : [tender.equipments@bitmesra.ac.in](mailto:tender.equipments@bitmesra.ac.in) Website: [www.bitmesra.ac.in](http://www.bitmesra.ac.in)

**LIMITED TENDER ENQUIRY**

**BIT/PUR/LTE/21-22/HP PRINTER**

**DATE: 06/10/2021**

To,  
**M/s.**

Dear Sir,

Subject : Request for Quotation for Procurement of **HP PRINTER (Bulk Purchase)**

You are requested to submit most competitive rates(s) for the following item(s) as per details given below (Password Protected Quotations may be sent by e-mail, hand or by post):

Last date and time for submissions of complete Quotations by Email to <a href="mailto:dr.purchase@bitmesra.ac.in">dr.purchase@bitmesra.ac.in</a> , <a href="mailto:purchase5@bitmesra.ac.in">purchase5@bitmesra.ac.in</a> and sealed quotations can be submitted to the under mentioned address.	<b>20.10.2021 15:00 Hrs.</b> ( If all LTE Vendors submit the quotation prior to the submission date, the quotations will be opened prior to last date of submission.)
Date /time and place for opening of quotation	<b>20.10.2021 16:00 Hrs</b>

Sr.No.	Item Description	Quantity
1.	HP LASERJET PRINTER M1005(PRINT,SCAN ,COPY)	<b>22 Nos.</b>
2.	HP LASERJET PRINTER MFP M128FW	<b>4 Nos.</b>
3.	HP LASERJET PRINTER MFP M1136	<b>4 Nos.</b>
4.	HP LASERJET PRINTER 126NW	<b>1 Nos.</b>
5.	HP LASERJET PRINTER 1020 PLUS	<b>1 Nos.</b>

Sealed Quotation may be submitted superscribed with reference number as appended hereunder:-

Quotation for Supply of ----	
Ref.No <b>BIT/PUR/LTE/21-22/HP PRINTER</b>	<b>DATE: 06/10/2021</b>
To, Dy. Registrar (Purchase & MM) Birla Institute of Technology Mesra , Ranchi , Jharkhand - 835215	From : M/s----- Address : ----- Contact No. ----- Email Id:-----



**GST Exemption: The Institute is partially exempted from the payment of GST vide GOI Notification No.45/2017-Central Tax (Rate), dated 14.11.2017 and 47/2017-Integrated Tax (Rate), dated: 14.11.2017 the applicable IGST will be at the rate of 5%. Necessary documents (DSIR) and related certification will be provided.**

1. **Kindly Note: No Advance Payment will be made under any Circumstance**
2. All entries in the quotation should be typed or computer printed without any ambiguity and should be free from correction etc. Hand written offers will be rejected.
3. Late and delayed tenders will not be considered. In case any unscheduled holiday occurs on prescribed closing date the next working day shall be the prescribed date of closing.
4. The quotation should be submitted with descriptive literature & drawing. The make of the items offered should be clearly specified.
5. Material should be confirming to our specification. The deviations if any should be clearly indicated in the quotations.
6. Successful bidder has to furnish the OEM test certificates along with the materials (if applicable).
7. Rate /Price: The offered price shall be on **FOR BIT Mesra on Door Delivery basis**.
8. If offered Price Term is other than the FOR-Destination term, approximate Freight & forwarding charges along with the applicable Insurance charges may be mentioned.
9. Details of GST Tax registration, PAN No. should be furnished along with quotations.
10. **Road Permit: The supplier shall arrange Road Permit on his own for transportation material to BIT Mesra and any additional tax liability on this account shall be borne and paid by the supplier.**
11. Purchaser will not pay separately for transit insurance/taxes (if any) and the supplier will be responsible until the stores arrive in good condition at the destination.
12. Warranty: Period of warranty should be clearly mentioned and also the parts covered under it. Warranty will be applicable from the date of successful installation.
13. Service Facility: Supplier must mention about the service set up in India & confirm effective after sales service.
14. BIT Mesra is not bound to accept the lowest or any quotation for whatsoever reason and reserve its right to accept or reject in whole or in part any or all the quotations received without assigning any reason.
15. Applicable taxes shall be quoted separately for all items and levies payable by the supplier under the contract shall be included in the unit price.
16. Each bidder shall submit only one quotation and sealed quotation to be submitted / delivered at the address. (Alternatively it can be email at [purchase5@bitmesra.ac.in](mailto:purchase5@bitmesra.ac.in) and [dr.purchase@bitmesra.ac.in](mailto:dr.purchase@bitmesra.ac.in), or deliver by hand.
17. Training clause ( if any )to be mentioned.



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18. Delivery period should be mentioned clearly in the quotation.
19. Conditional tenders will not be considered.
20. Authorized dealership certificate should be submitted in case principal manufacturing company is not quoting directly.
21. Liquidated Damages  
A penalty clause for a penalty of 0.5% to 1% of the delivered price of the delayed goods for each week or part thereof subject to a maximum of 10% of the delivered price

Dy.Registrar(Purchase& MM)

BIT Mesra Ranchi-835215