

MALABAR BOTANICAL GARDEN AND INSTITUTE FOR PLANT SCIENCES
P.B. No. 1, KOZHIKODE – 673 014

INLAND ENQUIRY

MBGIPS	Post Box No.1 G.A. College Post Kozhikode - 673 014 Kerala	Tel: 0495 - 2430 939 E-mail: malabarbot.garden@gmail.com www.mbgs.in
	Enquiry Ref: MBGIPS / 147 / 2016 Date : 24-11-2015 Due on : 09-12-2016	

Please send your lowest quotation for the supply and installation of the following item strictly adhering to the terms and conditions printed overleaf for the use of office.

Sl. No.	Description	Quantity	Schedule of Delivery
	<u>PHOTOCOPIER MACHINE (A3)</u> Speed: 20 CPM/PPM Resolution: 600 x 600 dpi Paper size: A3 Size Tray capacity: 250 Sheets/100 Sheet bypass tray OS: Win 2003 Server/Win 8/8.1/7 Scan: A3 Colour Simplex Printing Electronic Sorting Multiple Copies: 1-999 Copies RAM: 64 MB Interface: USB ID card copy	1 No.	Immediate
	<u>On Buy back with</u> A3 Photocopier – SHARP - AR 5516	1 No.	

- Note: 1. Terms and conditions are given overleaf.
2. Quotations agreeing to the 'special condition' mentioned overleaf only shall be considered for processing.

Yours faithfully,

Sd/-
Director

Terms and Conditions

1. Quotation should be superscribed as “**Quotation for A3 Photocopier Machine**”, due on 09-12-2016.
2. You are requested to submit your lowest quotation/proforma invoice with leaflet for the supply and installation of the items, so as to reach The Director, MBGIPS, P.B. No.1, Kozhikode – 673 014, Kerala, on or before 09-12-2016, 5.00 pm. Quotation will be opened on the next working day. However, placing of final orders will depend upon the close scrutiny of offers by a duly constituted Purchase Committee in due course.
3. The rates quoted should be inclusive of all Taxes-Sales Tax, Additional Sales, Entry Tax, Insurance, Freight, Packing and Forwarding charges etc. should be shown separately. The maximum period required for Delivery of the items should be mentioned. Items will have to be delivered at MBGIPS Office, G.A. College (P.O), Kozhikode – 673 571.
4. If you have Government Rates/DGS and D Rates, you may also quote such rates with the supporting Government Orders.
5. If you have **ISI / ISO / BIS** for products and factory, the same may also be mentioned in your quotation with the supporting certificates and orders.
6. Any quotation received after the time fixed on the Due date is liable to be rejected. Quotations not stipulating period of firmness and with price variation clause and/or subject to the prior sales conditions are liable to be rejected.
7. No representation for enhancement of price once accepted will be considered.
8. Payment will be made only after the supply is received and installation carried out satisfactorily.
9. MBGIPS reserves the right to reject any or all of the quotations without assigning any reason thereof.
10. Form C/D is not applicable to us.
11. This Centre is exempted from payment of Excise / Customs Duty (for Research / Scientific Instrument / Equipment)

Note: Before mailing your quotation, for avoiding un-necessary delay and rejection of quotation, you should ensure whether the following required details are clearly specified in your quotation.

- 1) Guarantee/Warrantee, 2) Sales Tax, 3) Entry Tax, 4) Additional Sales Tax, 5) Delivery period, 6) Freight, 7) Packing and Forwarding charges if any, 8) Validity period.

Sd/-
Director
MBGIPS