



**ICAR-Directorate of Coldwater Fisheries Research  
Bhimtal – 263136, Distt. Nainital (Uttarakand)**

F.No.6-2(4)/2013/S&P/

Dated : 07.03.2017

To,

Subject : Quotation for purchasing of "**Photocopier Machine**" - Regarding.

Dear Sir(s),

This Institute intends to purchase (through **short time notice अल्पकालीन निविदा**) good quality "**Photocopier Machine**"- mentioned in **ANNEXURE-I**, for which you are invited to submit your most competitive quotation to DCFR, Bhimtal Distt. Nainital (Uttarakhand) on the provided terms & conditions indicated given in **ANNEXURE-II**. While submitting the quotation, **TECHNICAL AND COMMERCIAL BIDS** should be shown separately. The duly filled, signed and stamped Terms & Conditions (**ANNEXURE-II**) & **Check list (ANNEXURE-III)** should also be enclosed in original along with the Technical Bid. The quotation should reach to the office of the Director, Directorate of Coldwater Fisheries Research (ICAR), Bhimtal, Distt. Nainital (Uttarakhand) on or before **22.03.2017** positively & opened on 23<sup>rd</sup> March, 2017 at 3.00 p.m . Quotation received after due date will not be considered.

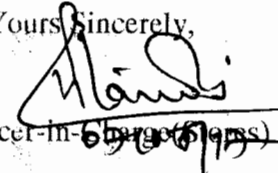
We look forward to receiving your quotation and thank you for your interest in this project.

Encl : ANNEXURE-I, II & III

CC to :

1. The Incharge, AKMU, DCFR, Bhimtal for placing this invitation of quotation on the Institute's Website.
2. The DDO/AF&AO, DCFR, Bhimtal.

Yours Sincerely,

  
Officer-in-Charge (Ops)

## **Specification for Photocopier**

Print Speed: 25 to 30 ppm

Memory: 256 mb

Connectivity: High speed USB, Networking (Through Ethernet)

No. of Tray: 2 and manual tray

Printing: Duplex

Scanning: pdf, Jpeg (picture format), Document format

Paper Input for photocopy: Automatic and Manual

Paper Size: A4, A3

ANNEXURE-II

**ICAR- Directorate of Coldwater Fisheries Research  
Bhimtal – 263136, Distt. Nainital (Uttarakhand)**

F.No.6-2(4)/2013/S&P/

Dated:07.03.2017

Subject : Quotation for purchase of **Photocopier Machine**. – Reg.

**Terms & Conditions:**

1. The quantity proposed in the quotation may be increased or decreased at the discretion of the Director of this Institute while placing orders.
2. The material subject to approval by the Director, rejected stores shall be collected by the supplier at their own expenses and replacement will be made at their own cost
3. Quotation will be rejected if it is not found according to specification
4. The quality of the item should be stated alongwith the relevant literatures etc. if any with the quotation.
5. The quoted rates should be F.O.R Bhimtal (Uttarakhand)
6. The Supplier will be responsible for the entire stores ordered to make available in good condition at DCFR, Bhimtal (Uttarakhand).
7. The insurance, transit insurance charges, if any will not be paid by the purchaser. Similarly packing, freight, forwarding etc. shall not be paid extra by the purchaser, it will be the responsibility of supplier.
8. Sales Tax /Surcharge of any would be paid in case you are registered under sales tax act.
9. VAT and other taxes, if any may be indicated separately.
10. No payment will be made in advance. But the payment will be released within 30 days **through e-payment** in case the amount exceeds above **Rs.25,000.00** after receiving materials in full and in good condition at DCFR, Bhimtal/Champawat (Uttarakhand). Duplicate pre-receipted bills on a revenue stamp will be sent to this office for arranging payment only after delivery of goods. No interest will however, be payable in case of delay payments.
11. Samples of the articles, wherever possible may be sent alongwith the quotation.
12. The director of this Institute reserves the right to accept or reject any or all quotation or to terminate the whole process without giving any notice at any time and is not always bound to accept the lowest quotations.
13. The rates quoted should be valid for a minimum period of 180 days from the date of placing the supply order.
14. All correspondence may be made to the Director, DCFR, Bhimtal, Distt. Nainital(U.K).
11. The quotation should be submitted either by **By hand/Courier/Registered Post/Speed post** to the Director, DCFR, Bhimtal, Nainital (U.K) or in the **Tender Box** of this Institute directly before **1700 hours on 22.03.2017** positively. Unsealed or incomplete quotation or quotation received after due date and time will not be considered.
12. The opening date of the bid is 23.03.2017 at 1500.00 as possible.
13. The quotation should be kept in sealed envelop. The cover/envelop top should indicate "Quotation for pH meter. F.No.6-2(4)/2013/S&P and opening date 23<sup>rd</sup> March, 2017 at 1500 hrs as possible.
14. Liquidated damage shall be charged @ 0.5% per week for late supply..
15. All disputes at Nainital-Uttarakhand jurisdictions only.

.....  
Signature and date with Rubber stamp of  
Authorized person of the firm



ANNEXURE-III

**ICAR-Directorate of Coldwater Fisheries Research  
Bhimtal – 263136, Distt. Nainital (Uttarakand)**

F.No. 6-2(4)/2013/S&P/

Dated: 07.03.2017

Subject : Tender for purchase “**Photocopier Machine**” – Reg.

**CHECK LIST TO BE FILLED BY THE BIDDER**

| Sl.No. | Required documents  | Documents enclosed |    |
|--------|---|--------------------|----|
|        |   | Yes                | No |
| 1.     | Required EMD  | -                  |    |
| 2.     | Certified copy of PAN Card in favour of the firm or Proprietor  |                    |    |
| 3.     | Copy of Registration of the firm  |                    |    |
| 4.     | Certificate of NSIC for exemption of EMD  | -                  |    |
| 5.     | Certified copy of the letter of authority from the principal manufacturer, if bidder is agent/dealer  |                    |    |
| 6.     | Catalogue must be enclosed and reflected in the quotation, without catalogue quotation will not be entertained.   |                    |    |
| 7.     | List of reputed customers/clients to whom supply has been made during last three years. (photocopies of supply order may be enclosed with technical bid). |                    |    |
| 8.     | Certified copy of Manufacturing Certificate, if bidder is manufacture   |                    |    |

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Signature and date with Rubber stamp  
of the Authorized person of the firm