



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
UNA (HPI)

An Institute of National Importance under MoE

Saloh Una-177209

Website: www.iiitu.ac.in

Prof. A. N. GILL
REGISTRAR(i/c)

IIITU/ICT/MFD/Limited-Quotation-notice/126

26, Apr.'22

**NOTICE INVITING QUOTATIONS
FOR
SUPPLY AND INSTALLATION OF MUTIFINCATION PRINTING DEVICE**

IIIT Una is an Institute of National Importance established by the Ministry of Education, Govt. of India under Public Private Partnership (PPP) Model. The Institute is located at Saloh, Una, Himachal Pradesh. The Institute offers B.Tech. programs in three streams, viz., CSE, IT, and ECE.

The Institute invites the sealed quotations to supply and install Kyosera 3212i Multifunctional Printing Machine at IIIT Una. The quotations should be submitted in a sealed envelope containing the following two sealed envelopes:

1. Envelope-I : It should contain the Vendor Eligibility Form (Form-I) attached with this notice.
2. Envelope-II : It should contain the Financial Quotation Form (Form-II) attached with this notice.

The sealed quotations from the eligible vendors shall reach the office of the Registrar at the following address on or before 13.00 hrs. of 06, May'22.

The Registrar
Indian Institute of Information Technology Una
Saloh, Una (HP)-177209

The quotations will be opened on 14.00 hrs. of 06, May'22 in the Senate room. The representatives of the vendor may also participate in the meeting. The Envelope-II of only those vendors will be opened who will fully comply all the conditions given in the Form-I. The payment will be made after the delivery and successful installation of the machine. No advance payment will be made. The machine should be delivered within 10 days from the date of the Purchase order, failing which the order may be cancelled.

Any bid submitted after the specified time and with incomplete information will not be accepted.

The undersigned may be contacted at registrar@iiitu.ac.in for any genuine queries in this regard.

Canvassing in any form will straight away lead to blacklisting of the firm in the Institute.

Anas Nath Gill

REGISTRAR 26.04.22

- Encls: i) Vendor Eligibility Form (Form-I)
ii) Financial Quotation Form (Form-II)



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**Form-II
Financial Quotation Form**

| Sr. No. | Product Description | Qty. (Nos.) | Price Per Unit (Rs.) Including Tax | Total Price in Figures (Rs.) | Total Price in Words (Rs.) |
|----------------|---|--------------------|---|-------------------------------------|-----------------------------------|
| 1. | Kyosera 3212i Multifunctional Printer/Xerox/Fax | 01 | | | |

The price quoted should be included of all taxes, installation changes, and delivery charges at IIIT Una, etc.

Name of the Vendor's Representative :

Signature of the Representative :

Contact Number of the Representative:

Seal of the Vendor :



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Form-I
Vendor Eligibility Form

| Sr. No. | Description | Compliance (YES/NO) | Admissible Certificate / Document Attached (YES/NO) | Page No. of the attachment |
|---------|---|---------------------|---|----------------------------|
| 1. | The business registration certificate (shops and establishment or MSME, etc.). The vendor should be operating in the field of Computer and Electronics supply and Hardware. | | | |
| 2. | The GST registration certificate of the vendor. | | | |
| 3. | Financial Quotation Form-II (Submitted) | | NA | NA |

Note:

1. All the supporting documents attached to this form should be numbered, signed and stamped.
2. Unreadable/Incomplete certificate/documents will lead to rejection of the bid straight away.
