



Indian Institute of Information Technology Una

(An Institute of National Importance under MoE)

Saloh, Una
www.iiitu.ac.in

IIITU/RO/Bid-Invitations/AMC for printing machines/2023-1095

29, August'23

Request for Quotations (RFQ)

Sub.: Request for Quotations for providing AMC for 03 printing machines.

IIIT Una is one of the 20 IIITs being set up, funded and managed by the Ministry of Education (MoE), Govt. of India under the Public Private Partnership (PPP) model. Admissions to the undergraduate programmes in the Institute are made through the Joint Entrance Examination (JEE).

At present, IIIT Una operates from its permanent campus at Saloh, Una. The campus is fully furnished and working full-fledged from its permanent campus.

We request your quotations for providing printing machine maintenance (including service and components, not covering the physical damage, if any) for the period of one year for IIIT Una, in accordance with the specifications and terms and conditions outlined in the RFQ.

The information regarding printing machines is detailed in Table-I and the price shall be quoted as per the details given in Table-II not later than 29, Sept'23.

General Terms and Conditions:

1. Quotations may be submitted on or before **05:00 pm 29, Sept.'23**, at the Office of **Registrar, IIIT Una, Saloh, (H.P.) Pin-177209**.
2. Kindly ensure that the quotations are signed & stamped on the letterhead. The bidder has to provide contact details on the top of the envelope.
3. IIIT Una reserves the right to reject prospective quotations without assigning any reason.
4. The bidders must have registered shop/firm/company.
5. Payment will be made after the expiry of AMC period only.
6. The quoted amount shall be inclusive of transportation, applicable taxes and all other overheads.
7. The bidder who quotes a lowest total amount of the AMC for the period of one year shall be considered for further processing.
8. Any quotations submitted after the specified time and with incomplete information will not be acknowledged.
9. The rate shall be valid for one year from the date of purchase order.
10. Food, stay arrangement or any other kind of facility shall not be provided by the institute.
11. Bidder should have at least two years working experience with Govt./Semi Govt. agencies in handling the similar machines.
12. The bidder should have RFQ specific authorization from OEM. Failure to produce due authorization will straight away lead to bid rejections.

Amar Nath Gill
REGISTRAR

A. Table-I: Details of Printing Machines

Sr. No.	Machine Model No./Make	Date of Purchase	Warranty Status
1.	Kyocera 3212i	23/11/2018	Expired
2.	Kyocera 3212i	01/06/2019	Expired
3.	Kyocera 3212i	17/05/2022	Expired

B. Table-II: Quoted Price


Sr. No.	Machine Model No./Make	Qty. (No. of Machines) [A]	Unit Rate including GST (INR) [B]	Total Amount (INR) C=AxB
1.	Kyocera 3212i (2018 Make)	01		
2.	Kyocera 3212i (2019 Make)	01		
3.	Kyocera 3212i (2022 Make)	01		
Total amount in figures:				
Total amount in words:				

Details of Vendor:

- a. Registered Name of bidder :
- b. Registered Address of bidder :
- c. Name & Designation of the contact person :
- d. Contact details :
- Mobile Number :
- Email ID :
- e. Permanent Account No. (PAN) (attach a copy):
- f. Certificate of two years of experience with Govt. :
- g. RFQ specific authorization from OEM (mandatory) :

Place:

Date:


Signature of bidder
with the seal of company/firm