



भारतीय राजमार्ग अभियन्ता अकादमी

(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)

Indian Academy of Highway Engineers

(Ministry of Road Transport and Highways, Govt. of India)

A-5, Sector-62, Institutional Area, NH-24 Bypass, Noida-201301, UP, India

Tel 0120-2400085-86, 2405006-9, Fax 2400087

Email: iahe.training@gmail.com, Website: iahe.org.in

All communications to this office should be addressed to the Director by designation and not by name

IAHE/Admin/05/NIQ/2014-15

24th Nov., 2014

Notice Inviting Quotations (NIQ)

To,
As per list identified
through Internet/ local enquiry
& web site of IAHE

Sub: Supply of Photocopier Machine (model No. RICOH MP 6002 of RICOH Make) to Indian Academy of Highway Engineers (IAHE) (erstwhile NITHE), Noida.

Sir,

Your quotation may be submitted to Director in sealed envelope so as to reach by 02.12.2014 , 01:00 PM in the format as given at Annexure-I (in the letter head of agency) as per the following terms and conditions for supply of Photocopier Machine (model No. RICOH MP 6002 of RICOH Make) to IAHE. In the quotation, the letter number and date of this NIQ may be mentioned.

Terms & conditions

1. The Agency submitting quotation should be authorised dealers of RICOH India Limited and have valid Authorisation Letter, PAN and sales tax registration number. Agencies are required to submit proposals in 2 covers .The **first cover** shall contain a copy of Authorised dealership in the name of the bidder from RICOH India Limited, PAN Card and sales tax registration certificate. The **second cover** shall contain the Financial Quote/ Quotation as given at Annex-1. The first cover shall be opened at first and agencies who have submitted **Authorised dealership in the name of the bidder from RICOH India Limited, PAN Card and Sales tax registration certificate** shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the **lowest Financial Quote**. Both the covers should be enclosed in a third cover with "Quotation for Supply of Photocopier Machine in response to IAHE's NIQ bearing no. IAHE/Admin/05/NIQ/ 2014-15 dated 24th Nov., 2014".
2. The Photocopier Machine (Model No. RICOH MP 6002) shall have appropriate guarantee/ Warrantee as given by manufacturer (in this case minimum warranty is for 90 days). Beyond the warrantee period of 90 days, AMC for one year from the date of the expiry of the warrantee time shall also be provided. The AMC will cover all spares parts, preventive maintenance, services.
3. The rate quoted should be inclusive of freight/ all taxes etc., complete and supply should be to the site in the Campus of IAHE (erst while NITHE), A-5 Sector-62, Noida, U.P.
4. Supply should be completed within Days (07) days after issue of supply order.

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5. Payment shall be made through cheque or NEFT/RTGS within seven days of satisfactory supply & Installation of the machine. Details of Bank A/c (name of account holder, nature of account, account number, bank name/ branch) shall be specified in the quotation.
6. In case any item of the Machine is found defective on installation, the same should be replaced with new one forthwith.
7. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.
8. Quotation shall be submitted to Director in sealed envelope superscribing **“Quotation for Supply of Photocopier Machine in response to IAHE’s NIQ bearing no. IAHE/Admin/05/NIQ/ 2014-15 dated 24th Nov, 2014”** so as to reach by **02.12.2014, 01:00 PM.**

Yours faithfully,



(M. Riten Kumar Singh)
Joint Director, IAHE

Format (should be on the letter head of the agency submitting the quotation)

Letter no

Dated

To
The Director
Indian Academy of Highway Engineers
A-5, Institutional Area,
Sector-62, Noida

Sir ,

Please find our quotation with respect to to your NIQ bearing no IAHE/Admin/05/NIQ/ 2014-15 and dated 24th Nov., 2014

Sl. No.	Items	Quantity in Nos	Rate in Rs per unit (inclusive of all taxes/ freight)	Amount in Rs
(i)	Model No. RICOH MP 6002 (Heavy Duty 60CPM Digital Copier / 4 Main Trays & One Bypass Tray / Built in Auditron / Zoom / Photomode / Back to back copying and making/ Wheel base Trolley	1 No.		
(ii)	AMC Charges for 1 year beyond 90 days Warranty of the Machine (from the date of satisfactory installation/ supply at IAHE). This AMC will cover all spares parts, preventive maintenance, services.	1 No.		
	Total			
Total amount Rs...../- (in words..... Only) I accept all the terms and conditions stated in the NIQ issued bearing no IAHE/Admin/ 05/ NIQ/ 2014-15 dated 24 th Nov., 2014				

Signature of Authorised Signatory

Name of the firm with stamp and date

