

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed manufacturers/vendors/dealers/suppliers for supply and installation of **Fax Machine** on buy-back basis.

Fax Machine (on buy back basis) : 1 No.
(Specifications: As per Annexure – I)

Terms & Conditions:

1. Quotation shall contain complete specifications and brand/model name/number of the above hardware items.
2. Rates quoted shall be inclusive of all taxes, and packing, forwarding and installation charges, if any. Any other charges over the quoted rate shall be clearly indicated.
3. Normal payment term acceptable to IIMK is that the bills shall be cleared within 30 days from the date of satisfactory delivery and installation of the items.
4. Delivery schedule shall clearly be indicated. IIMK shall impose penalty for delayed delivery @ 0.5% per week or part thereof; subject to a maximum of 2.5%. Delivery and installation shall be made at Indian institute of Management, IIMK Campus P.O., Kunnamangalam, Kozhikode-673 570.
5. Warranty period shall clearly be indicated. Three year comprehensive on-site warranty is desirable. If warranty offered by the manufacturer is less than three years, charges for the extended warranty period shall be clearly indicated. Warranty card shall be supplied along with the items.
6. Rate of AMC charges after the warranty period shall clearly be given in the quotation.
7. The old fax machine (Samsung SCX-4216) will be handed over to the successful bidder immediately after the satisfactory delivery, installation and testing of the new Multifunction Printer-cum-Copier. However, IIMK reserves the right to sell the old fax machine on buy-back basis.
8. The acceptance of quotations shall rest with the institute which does not bind the institute to accept the lowest quotation and reserves to itself the authority to reject any or all the quotations received without assigning any reason.
9. Quotations shall be submitted on sealed envelopes superscripting reference number of the quotation notice on it. Quotations received without superscripting reference number of the quotation notice on the envelope shall be rejected.
10. Quotations shall be submitted by speed post/courier/in person. Those who wish to submit the quotation in person shall drop it in "**Tender Box (Purchase Section)**" kept in the reception counter of IIM Kozhikode.
11. IIM Kozhikode shall not be responsible for quotations received in damaged condition.
12. IIM Kozhikode shall not be responsible for delay in transit.
13. For further clarifications, if any, you may contact IIMK Purchase Section (Phone: 0495-2809133)

Manufacturers/vendors/dealers/suppliers are requested to send their quotations in sealed cover superscripting reference of Quotation Notice on it so as to reach the undersigned latest by **3:00 p.m. on 09.02.2012.**

Quotations received till 3:00 p.m. on 09.02.2012 shall be opened at 4:00 p.m. on the same day.