

NOTICE INVITING TENDER

Subject:- Rate quotations for Supply of Fax Machine for use in IGNOU Regional Centre Jorhat-reg.

Sir,

IGNOU Regional Centre Jorhat intends to procure Fax Machine for use of Office. It is accordingly requested to furnish the rates for supply of Fax Machine, which may be valid for a period of 1 years warranty. Rate quotations are accordingly invited from authorized distributors / resellers for supply of Fax Machine. The rates may be quoted for different models, preferably of Panasonic, Epson or Cannon make including accessories and installation.

1. On finalization of the rates, the supply orders would be placed with the firm for supply and installation of the Fax Machine. The Regional Centre will not pay any transportation cost or installation charges. On successful installation of the Fax Machine, the firm may raise the bills in triplicate, along with a certificate from the user / concerned officer about the performance. The payments would be released only on receipt of the bills with the certificate mentioned above. No advance payments will be made by the Regional Centre. The Regional Centre reserves the right to cancel one or all the quotations without assigning any reason what so ever.

2. The quotations should be accompanied by Earnest Money Deposit (EMD) of Rs. 500/- (Rupees five hundred Only) in the form, without which the quotations will not be considered. The earnest money will be returned without interest to all the unsuccessful tenderers after finalization of the Contract.

3. Interested firms may furnish the rates on or before 15th December in a closed envelop, superscripted "Rates for supply Fax Machine ". The envelope may be dropped in the Tender Box placed in the Regional Centre. The Tenders would be collected at 3.00 PM and will be opened thereafter by the approved purchase committee appointed by IGNOU Headquarter.



Regional Director
IGNOU Regional Centre,
Jorhat, Assam

ANNEXURE-I**Technical Bid**TENDER FOR SUPPLY OF **FAX MACHINE** FOR USE IN IGNOU REGIONAL CENTRE, JORHAT :

Sl. No.	Particulars	Description
1.	Name & Address of the Agency/firm	
2	Name of the Proprietor/Partners of the Agency/Firm	
3	PAN Number	
4	Sales Tax No. of the Agency/Firm	
5	Service Tax No. of the Agency/Firm	
6	VAT No. of the Agency/Firm	
7	Experience of three years in the relevant field in Govt. Ministries/Departments/Govt. or Semi-Govt. Organizations / PSUs / Corporate Sector etc. (Please attach documentary proof for above)	
8	The earnest Money of Rs.500/- (Rupees five hundred Only) Details:	

Signature:

Name of the Firm:

Address & Seal of the firm

Place:

Date:

ANNEXURE- II**FINANCIAL BID**

Sl. No.	Description	Makers Name	Qty.	Rate per unit (in Rs.)	Total Taxes if any (in Rs.)	Total Amount (in Rs.)
1	Fax machine		1			