



NATIONAL UNIVERSITY OF EDUCATIONAL PLANNING AND ADMINISTRATION
17-B, Sri Aurobindo Marg, New Delhi-110016

F.NO. 37-1/2014-15/GA
April 25, 2014

Note: Please quote your reference No. and address your quotations and all future correspondence to The Registrar, NUEPA at the above printed address.

To,

Sub.: Notice Inviting Quotation of Supply of Network printers.

Sir,

National University of Educational Planning and Administration is a University under the Ministry of Human Resource Development of India. This University intends to procure network printers. You are requested to submit a quotation duly signed and stamped by an authorized signatory in a sealed cover in the format enclosed at Annexure-A.

Sl. No.	Name of Item with specification	Quantity
1.	HP Laserjet Pro M1536	06
2.	Buy back cost: list of printers enclosed at Annexure-A	21

Last date and time for receiving Quotations:
Date and time of opening of Quotations:

07.05.2014 at 3.00 PM
07.05.2014 at 3.30 PM

Yours faithfully,



(J.P. Singh)
SO (GA)

NB: Terms and Conditions are printed overleaf

NUEPA
DESPATCH SECTION
ISSUED, DATE... 25-4-2014

o/c

Ph. 26544874

Terms and Conditions

1. Address of the firm submitting the quotation and the officer to whom the quotation is addressed, must appear distinctly on both the cover. The following should be superscribed on the cover of the quotation:

QUOTATION FOR SUPPLY OF
NUEPA REFERENCE NUMBERand Date
LAST DATE & TIME FOR SUBMISSION..... Time
DATE AND TIME OF OPENING.....Time.....

2. **Certificates:** Up to date income and sales tax clearance certificate of the firm will have to accompany the quotation to be submitted.
3. **Validity:** Quoted rates must be valid for 90 days
4. **Rates:** Rates quoted should be on F.O.R., NUEPA, New Delhi basis, with break ups as per details below:
CST: The CST rates will have to be quoted in the following break ups: Ex-works Value + Central Sales Tax (CST) + Freight charge + Insurance Charge
VAT: For a vendor within the State of Delhi, appropriate VAT only (to be deducted at source) will be applicable
5. **Delivery:** Delivery of goods at NUEPA will have to be made within a period of 30 (Thirty) days from the date of issue of the Purchase Order. The firms failing to deliver goods as per schedule may be debarred from further dealings with this University. Part payment for part delivery will not be allowed.
6. **Literature:** Technical literature/drawing and design of the quoted equipment is a must.
7. **Payment:** Payment will be made within 30 days from the date of delivery of goods and materials at NUEPA by Account Payee cheque. In case the payment is to be made by Demand Draft – draft charge being to the supplier's account.
8. **Warranty:** Warranty will normally be at least for 12 months from the date of successful installation of equipment. However, rates covering 36 months warranty are also to be quoted.
9. **After Sales Service:** The name and address of the nearest available authorized center to NUEPA, New Delhi should be stated in the quotation.
10. **Dealership Certificate:** Dealership Certificate is a must for every item to be quoted by a vendor
11. **Currency:** Quotations are to be in Indian Rupees.
12. Quotations received by email/fax will not be accepted.

Authorized Signatory
(Office Seal)

S.No.	Printer Model	Quantity	Unit Rate	Discount, if any	Taxes	Total
1.	HP Laserjet Pro M1536	06				
2.	Buy back of HP Laserjet 1000	16				
3.	Buy back of HP 5200n	01				
4.	Buy back of HP laserjet 1022	01				
5.	Buy back of Xerox Workcentre 6015n	02				
6.	Buy back of HP Officejet R65	01				
Grand total						

(Authorized signatory with seal)