

**"Quotation for Supply and Installations of
3 nos. of Printer at
AIC SURATi iLAB Foundation"**

AIC SURATi iLAB Foundation endeavors to provide a platform for aspiring entrepreneurs of Surat and neighboring region, situated at Rayka Circle, Udhna, Surat.

As a part of the Smart Cities Mission, Surat Municipal Corporation (SMC) and Surat Smart City Development Limited (SSCDL) has set up an institution to promote culture of Innovation, Startup Incubation, Trade Facilitation & Skill Development.

For the easy administration purpose, we require 3 no. of Printer at the institution. A prospective agency is requested to submit duly filled and signed copy of this price quotations, sealed cover to the following Address:

Chief Executive officer,
AIC SURATi iLAB Foundation,
Rayka Circle, Udhna,
Surat.

Last date of submission of quotation: **07/09/2021**

Sealed cover shall include the following documents with the title “Quotation for Supply and Installations of 3 nos. of Printer at AIC SURATi iLAB Foundation”:

- a) This duly filled and signed copy of this price quotations
- b) Certificate of authorized dealership
- c) GST Registration
- d) Shop establishment Certificate

The terms and conditions for bidding shall be as detailed below:

1. Prices to be quoted should be inclusive of all Central/State taxes/GST, levies, Transportation, handling charges for AIC SURATi iLAB Foundation premises packing, forwarding, transit losses, insurance, loading and unloading and all other breakage, leakage, losses shall be borne by the agency.
2. The price quoted shall be inclusive of all the Taxes/Duties/Levies/Cess or any other incidentals etc. Any increase in the existing Taxes/Duties/Levies/Cess or any other incidentals etc. that are imposed during the course of the contract shall be borne by the Contractor/Successful Bidder Only. In no case AIC SURATi iLAB Foundation shall be liable for the same.
3. The contractor will submit the invoice to the AIC SURATi iLAB Foundation having GSTIN of AIC SURATi iLAB Foundation mentioned therein and the taxes shall be shown separately on the face of the invoice so as to claim as ITC by AIC SURATi iLAB Foundation.
4. The prices/charges quoted should also include:

- i. Cost of necessary charger, USB Cables, power cables, signal cables, connectors, converters, controllers, remote, mounting kit and necessary device drivers/software that are specified/not specified in this bid but necessary.
 - ii. **Three year on-site comprehensive warranty with parts** covering all movable plastic and other parts of the equipment in warranty.
 - iii. Delivery and installation at site in AIC SURATi iLAB Foundation, Rayka Circle, Surat.
 - iv. Transit Insurance, Freight and loading, unloading charges up to AIC SURATi iLAB Foundation's site.
 - v. Installation & Commissioning of the software and the hardware.
5. The offer should be valid for acceptance for a **minimum period of 120 days from the date of opening of the quotations**. If desired by AIC SURATi iLAB Foundation, it will have to be extended for a further period also.
 6. The right to reject/accept any/all quotations(s) without assigning any reason thereof is reserved.
 7. The AIC SURATi iLAB Foundation may buy full/partial quantities from one/more agency(s) and may split/defer/stagger the order(s)/deliveries. The rates quoted by the agency will be applicable on partial quantities also.
 8. The agency shall be required to carry out preventive and corrective maintenance of all hardware/peripherals supplied including replacement of defective parts, installation/reinstallation and configuration/reconfiguration of hardware, required device drivers and other tools during warranty period.
 9. The agency shall be required to replace the faulty component/equipment at the earliest without any additional cost to AIC SURATi iLAB Foundation.
 10. Any offer/quotation not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.
 11. The successful agency shall deliver, install and commission the **3 nos. of Printer** as detailed in this quotation **within 7 calendar days from the date of the Work/Purchase order**. A **penalty of 0.2%** of the consideration of contract for a particular item will be charged for delayed supply and installation for delay of each day thereafter.
 12. The successful agency will be required to place **Security Deposit @ 5%** of the consideration of the Contract by Cash/Cheque/Demand Draft/Banker's Cheque Payable at Surat in favour of AIC SURATi iLAB Foundation of any scheduled/nationalised bank within 10 calendar days from the date of notice of award of contract, failing which a **penalty @ 0.065%** of the amount of security deposit will be imposed for delay of each day. Security Deposit will be released after completion of warranty period.

In case, the awardee i.e. the selected agency fails to supply specified quantity and quality of goods in time or the performance of such supply/supplies is/are not found upto the mark or found of an inferior quality vis-à-vis specifications, the security deposit will be forfeited at once.
 13. **Single Point of Contact:** Agency will nominate one senior person as the Single Point of Contact (SPOC) for the purpose of receiving the complaint and resolution of the same. The mobile no. of the same will be shared with the end users as well. The nominated SPOC must interact cordially with the end user. S/he will carry out necessary activities to resolve the problem in order to ensure maximum uptime.
 14. The agency shall extend all the benefits to the AIC SURATi iLAB Foundation such as free samples of products, materials, goods, articles including any kind of discount, rebate,

commission, incentives normally offered to any other buyer in the form of gift or otherwise as part of the sales promotion scheme(s). If any such sales promotion scheme(s) is /are already launched for the product and is/are in force while the quotation process is on, mention of details of such scheme(s) must be made explicitly in the offer.

15. Quotation once filled in, submitted shall not be allowed to be withdrawn till the validity of the quotation remains in force.
16. It should be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting quotation for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.
17. The liability as to any damages and/or loss otherwise to any movable or immovable properties, assets during loading, unloading or otherwise during the period of supply, whether knowingly or unknowingly done or occurred shall be made good forthwith to the AIC SURATi iLAB Foundation by the Awardee agency upon a communication made thereof.
18. The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.
19. **The agency shall be the authorized dealer/manufacturer of the proposed Printer. The color scanned documents/certifications substantiating the same shall be invariably furnished with the quotation in the sealed cover.**
20. Payment shall be made only to the successful agency, Third party billing or payment shall not be allowed.
21. The payment shall be made only after successful commissioning of the products and error/trouble free working of 30 days.
22. Any other information can be obtained from AIC SURATi iLAB Foundation, Rayka Circle, Surat.
23. In case the sealed envelope is not duly titled as **““Quotation for Supply and Installations of 3 nos. of Printer at AIC SURATi iLAB Foundation”** and gets opened accidentally, then such bid will automatically stand cancelled.

Managing Director
AIC SURATi iLAB Foundation

Place :

Signature of Authorised Person:

Date :

Designation :

Company stamp :

Name :

AIC SURATi iLAB Foundation

Price Quotation Format

Sr. No.	Item Description	Qty.	Amount incl. of GST in Figures	Amount incl. of GST in Words
1.	Printer 1: <ul style="list-style-type: none">● Printing Mode : A4 Laserjet (B/W)● Type : Multi function● Functions : Print, Copy, Scan● Print Speed : 30 ppm● Duplex Printing and Scanning● ADF● Connectivity : Wireless, USB, WiFi, Ethernet	01		
2.	Printer 2: <ul style="list-style-type: none">● Printing Mode : A4 Laserjet (B/W)● Type : Multi function● Functions : Print, Copy, Scan● Print Speed : 10 ppm● Duplex Printing and Scanning● ADF● Connectivity : Wireless, USB, WiFi, Ethernet	01		
3	Printer 3: <ul style="list-style-type: none">● Printing Mode : A3 Laserjet (Color)● Type : Multi function● Functions : Print, Copy, Scan● Print Speed : 10 ppm for A3 page● Connectivity : Wireless, USB, WiFi, Ethernet	01		

Managing Director
AIC SURATi iLAB Foundation

Place :

Signature of Authorised Person:

Date :

Designation :

Company stamp :

Name :