



INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Punjab Institute of Technology, Inside Government Polytechnic Compound,
Chheharta, GT Road Amritsar- 143105, Phone: 0183-2254538

Ref No. S11810/3/19-IT 147

Date: -10-02-2020

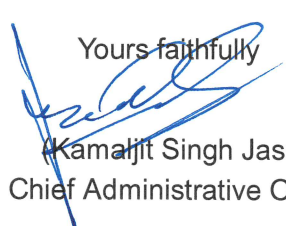
Sub: - Call for quotations for 05 Nos Drum Unit for Brother HL-1211 Printer.

Sir,

Sealed quotations may be submitted in sealed envelopes super scribed as **“Quotation for Drum Unit for Brother HL-1211 Printer”** addressed to the **Chief Administrative Officer, IIM Amritsar** so as to reach the undersigned by **03.00 p.m.** on or before **17-02-2020** and **quotation may be opened on the same day i.e. 17-02-2020 at 2:00 PM.** If the representatives of the firm wish, they can be present during the opening of quotation letters. The last date of submission of the quotation may also be mentioned, on their envelope. Quantity and specification of the items are mentioned in **Annexure I.**

1. Please mention this office Ref. No. and date on the envelope 'QUOTATION' should be written in Block Letters On the top of the Envelope.
2. Any manufacturing defect of any shape/kind shall have to be immediately replaced with a new one.
3. Any other charges, such as packing and forwarding, delivery charges, sales tax, etc. if any should be Mentioned clearly and separately.
4. Quotations received after the prescribed date and time will not be considered.
5. Articles for which quotations are furnished should be available for inspection by a representative of the Institute, if required by this office.
6. Please mention if the materials in the quotation are really available with you and if you will be able to supply the Same within one month after you receive the supply order.
7. This office reserves the right not to accept the lowest quotation without assigning any reason for the rejection.
8. Please mention the opening date of the quotation on top of the sealed cover.
9. In no case compatible or refurbished drum cartridges/items are supplied. If any item is Subsequently found to be of compatible or refurbished, the supplier should replace it. Further supplier concerned Blacklisted.
10. Payment shall be released within 30 days after satisfactory delivery of the items.
11. OEM Authorization is required failing which bid will be rejected.

Yours faithfully


(Kamaljit Singh Jassal)
Chief Administrative Officer



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Annexure I

Ser No	Name & Description of items	A/u	Total quantity	Unit Rate Estimated	Total
1	Drum Unit for Brother HL-1211 Printer	Nos	05		
2	GST@				
				Total	

(Kamaljit Singh Jassal)
Chief Administrative Officer