



FORE School Of Management

Ref No.: FSM/CC/RFQ/Printer/2021-22/05

Subject: Request for Quotation for Supply of HP Printers

FORE School of Management (FSM), one of the premier Business Schools in India, intends to procure the HP Printers.

You requested to submit your quotation for supply of the following:

Sr. No.	Item Description
1	Model: HP Color LaserJet Enterprise MFP M480f
	Quantity: 2 Nos.
	Warranty: 3 Years
2	Model: HP LaserJet Managed MFP E52545dn
	Quantity: 1 No.
	Warranty: 3 Years
3	Model: HP Laser 1000a Printer
	Quantity: 10 Nos.
	Warranty: 3 Years

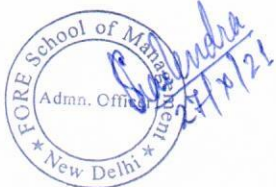
1. Scope of Work

- Successful bidder is fully responsible for delivery and installation.

2. Bid Submission

- Eligible vendor to submit Technical/Commercial and Price bids in sealed cover envelope.
- Submission Deadlines:** Interested bidders send to their offer in a closed envelop mentioning "Quotation for Printers/2021-22" on the cover, by courier or drop it in the box kept with security guard of FORE School of Management latest by 05:00 P.M. on or before 9th Nov 2021.
- Submission Delivery Address:** The delivery address to be used for all submissions is

B-18, Qutub Institutional Area, New Delhi-110 016
Phone No. +91-011-41242424



Woj Kumar

Uday Kumar

Sr. Manager (Systems)

FORE School of Management

B-18, Qutab Institutional Area, New Delhi – 110016

Phone No.: +91-11-41242445, Email: uday@fsm.ac.in

- d. **Submission Questions and Clarifications:** You may contact

Uday Kumar

Call: +91-11-41242445 or Email to uday@fsm.ac.in

Electronic Submission: Electronic submission in response to this Request for Quotation will not be accepted. **All submission must be on paper.**

3. **Terms & Conditions**

- a. **Bidder Technical Eligibility:**

- The bidder is registered as a company in India as per Companies Act, 1956 and should have been in operation for a period of at least 3 years as on date of RFQ. The Certificate of Incorporation issued by the Registrar of Companies is to be submitted. (Proof should be attached).
- The bidder should be original equipment manufacturer (OEM) for premium partner / authorized reseller of the Printers in India. Bidder, be it OEM or premium partner /authorized reseller, to submit a letter of authorization.
- Submit a copy of PAN Card.

- b. **Bidder Selection:**

- The bids will be evaluated for technical/commercial qualification.
- Among the technically qualified bids, the best price bid will be selected.

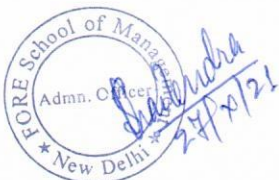
- c. **Purchase Order:** The successful bidder shall be issued with Purchase Order. The Purchase Order is to be accepted by the bidder signing and returning an acknowledgement copy of it within 5 working days. Acceptance of Purchase Order shall effect a contract between the Parties under which the rights and obligations of the parties shall be governed solely by the terms and conditions of this Purchase Order.

- d. **Payment Terms:**

- 100% Payment shall be made on successful delivery, installation and system integration with networking components to achieve end-to-end connectivity.

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- The normal terms of payments are 2-3 weeks upon satisfactory delivery of goods.
- No payment will be made for goods rejected at the site on testing.
- For claiming this payment the following documents are to be submitted to the purchasing authority.
 - a. Invoice fully showing GST No. and Bank Details
 - b. Delivery Challan/ Bills in duplicate duly pre-receipted
 - c. PAN Card

Issued by:

Uday Kumar

Sr. Manager (Systems)

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