



भारतीय प्रबंध संस्थान तिरुचिरापल्ली
Indian Institute of Management Tiruchirappalli
(An Autonomous Institute under Ministry of HRD, Government of India)
Tiruchirappalli - 620 024, Tamil Nadu, India

Ref. No. IIMT/2019-20/QUO/Pur/PS/1

October 30, 2019

Sub: Quotation for supply of paper shredder- Reg

Dear Sir / Madam,

You are requested to quote your lowest rate for the item as per specifications mentioned below:

Sl. No.	Description	Qty	Total (Rs.)
1	Supply, installation, testing, commissioning and training for Paper Shredder <u>Specification:</u> i. Hands Free operation ii. Feeding Capacity: Atleast shredding capacity of 300 papers at a time with automatic feed options iii. Cutting style: Cross cut iv. Bin Capacity: 40 Litre bin, v. Provision to shreds paper, clips, credit cards CD, vi. PIN Locking system while shredding	01 No.	
Total Amount			
GST@ %			
Grand Total			

Terms & conditions:

1. The above cost should be inclusive of GST, Supply, Installation, Testing, Commissioning, Training and delivery charges. GST should be quoted separately.
2. Delivery at:
Indian Institute of Management Tiruchirappalli
Trichy Pudukkottai High way
Chinna Suriyur, Tiruchirappalli – 620 024
3. The specifications mentioned in the quotation should be same.
4. The product should cover minimum of one-year warranty.
5. Tax will be deducted as per rule in force.
6. Any legal disputes that may arise shall be subject to the jurisdiction of Madurai Bench of Madras High Court.
7. GST Number of IIM Tiruchirappalli is **33AAAAI5004R1ZO**.
8. Delivery: within 15 days from the receipt of Purchase Order. If the agency/firm fails to deliver within the delivery period, the purchase order may be cancelled.
9. Payment: 20 days from the date of delivery / Testing & Commissioning of item along with submission of Invoice / Bill.
10. The vendor should be a GST registered vendor and GST Number should be mentioned in the quotation.

Quotation should be submitted in the sealed cover super scribing “Quotation for supply of paper shredder” addressed to, “The Chief Administrative Officer (i/c), IIM Tiruchirappalli, Trichy Pudukkottai Highway, Chinna Suriyur, Trichy – 620 024 to reach us on or before **3.00 PM, 21st November 2019**.”


Dr. K. Elavazhagan
Librarian & CKO & AO (i/c)