



भारतीय प्रबंध संस्थान तिरुचिरापल्ली  
Indian Institute of Management Tiruchirappalli  
(An Institute of National Importance, Ministry of HRD, Government of India)

तिरुचिरापल्ली - 620 024, तमिल नाडू, भारत  
Tiruchirappalli - 620 024, Tamil Nadu, India

Ref. No. IIMT/2020-21/QUO/Pur/IU/LP/8

July 2, 2020

**Sub: Quotation for supply of Imaging Unit for Lexmark Printer- Reg**

Dear Sir / Madam,

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

Sl. No.	DESCRIPTION	Qty	Total Amount (Rs.)
1	Imaging Unit (Model: 50F0ZA0) for Lexmark printer Model:Mx310dn)	15 Nos	
GST@_____%			
Total amount including GST			

**Terms & conditions:**

1. The above cost should be inclusive of GST and delivery charges. GST should be quoted separately.
2. Delivery at:

Stores and Purchase Department, 2<sup>nd</sup> Floor of Admin Block,  
Indian Institute of Management Tiruchirappalli, Trichy- Pudukkottai High way,  
Chinna Suriyur, Tiruchirappalli – 620 024.

**Contact: Email: [purchase@iimtrichy.ac.in](mailto:purchase@iimtrichy.ac.in) | Phone: 0431 – 2505121/22**

3. Tax will be deducted as per rule in force.
4. Any legal disputes that may arise shall be subject to the jurisdiction of Madurai Bench of Madras High Court.
5. GST Number of IIM Tiruchirappalli is **33AAAI5004R1ZO**
6. The brand and specifications mentioned in the quotation should be same
7. Delivery: within 10 days from the receipt of Purchase Order. If the agency/firm fails to deliver within the delivery period, the purchase order may be cancelled.
8. Payment: 25 days from the date of delivery of items along with submission of Invoice / Bill.
9. 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 Imaging Unit for Lexmark Printer**” 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, 24<sup>th</sup> July 2020**.”

**R. Ravikumar**

**Administrative Officer (A, S&P)**