



भा.कृ.अनु.प. - केन्द्रीय कपास अनुसंधान संस्थान  
पोस्ट बैग सं. 2, शंकरनगर पोस्ट ऑफिस, नागपुर -440 010

**ICAR - CENTRAL INSTITUTE FOR COTTON RESEARCH**

POST BAG NO 2, SHANKAR NAGAR POST OFFICE NAGPUR - 440 010(M.S) INDIA  
Tel. Phone: 07103-275536, Fax: 07103-275529, EPBAX: 07103275637/38/39/49/17

**Website: [www.cicr.org.in](http://www.cicr.org.in), E-mail: [cicrnagpur@gmail.com](mailto:cicrnagpur@gmail.com)**

{Location: Near Khapari Phata, Panjari, Wardha Road, Nagpur – 441 108}

*ISO 9001-2015 Certified*



F. No.(13)St/Scanner/MVV/HQ NGP/2018-19

Date: 24.10.2018

To,

**Sub:-** Quotation for the Purchase of **Document Scanner** – reg.

Sir,

Sealed quotations are invited by the Director, ICAR-Central Institute for Cotton Research, Nagpur for the purchase of **Document Scanner** as per the **Specification** detailed in **Annexure–A** on the terms and conditions prescribed below:

**Terms & Conditions:**

1. The rates quoted shall be for free delivery & installation at CICR including everything except GST may be shown separately.
2. The firm participating in the tender will be required to deposit an account payee bank draft of ₹ 7,500/- being the Earnest Money Deposit, in the name of “The Director, CICR, Nagpur” payable at Nagpur. Earnest Money in any other form shall not be accepted and the tender would be summarily rejected. The earnest money shall be refunded without interest after deposit of security money by the successful bidder. However, the successful bidder will be required to deposit security money calculated at **10% of the equipment cost** in the shape of Demand Draft in favour of “Director, CICR, Nagpur”, payable at Nagpur which shall be refunded after six months of successful completion of the contract. **No interest shall be paid on EMD.**
3. Sealed quotation along with the literature and pamphlets should reach this office **on or before 17.11.2018 at 04.00 PM sharp and the quotations will be opened on 19.11.2018 at 02.00 PM.**
4. As the **Document Scanner** is urgently needed for our research work, the firms who will be able to make immediate supply **within 15 days of supply/purchase order** at Central Institute for Cotton Research, Panjari Farm, Wardha Road, Near Khapri, Nagpur should only quote the desired rates.
5. Envelops may please be super-scribed with the word “**Document Scanner**”.

Contd..2...

-: 2 :-

6. Document Scanner indigenous or imported will be purchased from only those parties, who can ensure and undertake to provide the satisfactory after-sales-service within the country. The supplier should also ensure to offer a complete detailed package on back up support, prompt commissioning, after-sales-service including workshop backup, timely supply of **Document Scanner** to Scientists/Technicians on use.
7. Guarantee/Warranty period offered and after sales service available should be clearly mentioned.
8. The quotation should be quoted by solely local authorized stockiest Service distributor against this **Document Scanner**, who has necessary service backup facility.
9. Authorization Certificate should be enclosed with the quotation for this **Document Scanner**.
10. Those who are unable to provide the local service facility will not be entertained.
11. The make, quality, and specifications may be stated in detail/must be as per details given by this office (**catalogue may be enclosed**). In case supply is not made within a fixed period the office reserves the right to cancel the supply order.
12. The payment will be made only after completing delivery & installation according to the specifications, quality, and quantity given in the quotation/purchase order.
13. Other terms and conditions of supply if any may also be stated.
14. **Document Scanner** will be accepted only after giving satisfactory installation/ demonstrations.
15. The Director, ICAR-CICR, reserves the right to accept or reject one or all quotations without assigning any reason thereof.
16. The quotations, without the desired specification received after the due date is liable to be rejected.

Encl: Annexure-A

Yours faithfully,

  
(A.A. Goswami)

Sr. Administrative Officer

