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**KERALA AGRICULTURAL UNIVERSITY**  
**DIRECTORATE OF EXTENSION, MANNUTHY**  
Thrissur-680651, Kerala

EXTA1/44901/2024

Dtd.07-02-2024

**QUOTATION NOTICE**

Sealed quotations are invited for the supply of 3 numbers of Canon printers for the office of Director of Extension, Mannuthy as specified below:

Sl.No.	Specifications	required number
1	Canon-Refillable Ink Tank multifunction Colour printer Ethernet & Wireless printing facility Duplex printing Scan facility	1
2	Canon-Refillable Ink Tank Colour printer Ethernet & Wireless printing facility	1
3	Canon-Refillable Ink Tank Colour printer Ethernet & Wireless printing facility Scan facility	1

The envelopes containing the quotation should bear the superscription **“Quotation for supply of Canon printer for Directorate of Extension, Mannuthy”** and should be addressed to Director of Extension, Directorate of Extension, Mannuthy.

Intending tenderers may submit the quotations on their own papers. Last date for receipt of quotations is 17-02-2024. Any quotation received after the time fixed on the due date is liable to be rejected. The quotations will be opened at 11.00 AM on 19-02-2024 in the presence of such of the tenderers or their authorized representatives who may be present at that time.

The place of delivery: **Directorate of Extension, Mannuthy**

## TERMS AND CONDITIONS

The acceptance of the quotations will be subject to the following conditions:

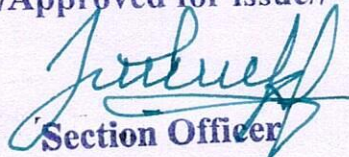
- Quotation shall be submitted in official form only. The complete quotation should be submitted by the bidders duly signed by them on each page. The quotation must contain all the relevant technical specifications of the equipment as per the tender document along with the relevant technical literatures / brochures / pamphlets / drawings and alternate proposal, if any
- All amounts should be mentioned both in figure and in words. Corrections, if any, must be attested. Where there is a difference between amounts quoted in figures and in words, the amounts quoted in words shall prevail. Government duties leviable, if any, should be quoted separately, failing which Director of Extension, Mannuthy shall have no liability to pay these charges, and the liability shall be that of the bidder.
- The rates quoted should be for delivery and installation of the article at the place mentioned above. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
- The maximum period required for delivery of the articles should be mentioned.
- Equipment furnished shall be complete in every respect with all mountings, fittings, fixtures and standard accessories.
- Director of Extension, Mannuthy shall have no obligation to convey reason for rejection of any bid. It shall be open for Director of Extension, Mannuthy to reject even the lowest bidder in the interest of the University and no reason need be given therefore.
- Payments will be made only after the supplies are actually verified and taken to stock.
- The maximum period required for delivery and installation of the article should be mentioned.
- Quotations not stipulating period of firmness of rates and with price variation clause and/or 'subject to prior sale' condition are liable to

- be rejected.
- Details of warranty from manufacturer, extended warranty if any, rate for extended warranty, rate for annual maintenance cost after warranty period etc., should be specifically mentioned.
  - Withdrawal from the quotation after it is accepted or failure to supply within a specified time or according to specifications will entail cancellation of the order and purchases being made at the offerer's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party. In such an event the Government reserves also the right to remove the defaulter's name from the list of Government suppliers permanently or for a specified number of years.
  - No representation for enhancement of price once accepted will be considered during the currency of the contract.
  - Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
  - In cases where a successful tenderer, after accepting the quotation, fails to fulfill the contract, printer may be purchased by means of another quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the Director of Extension, Mannuthy shall thereby together with such sums as may be fixed by the Director of Extension, Mannuthy towards damages be recovered from the defaulting tenderer.
  - Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchases.

Place: Mannuthy  
Date: 07-02-2024

Sd/-  
Dr. Jacob John  
DIRECTOR OF EXTENSION

//Approved for issue//

  
Section Officer