



**OFFICE OF THE OFFICER I/C STORE PURCHASE  
G.B. PANT UNIVERSITY OF AGRI. & TECH.  
PANTNAGAR, U.S. NAGAR (UTTARAKHAND)**

No. SPO/Out./2011-12/ 716

Dated:- 15 February, 2012

Speed Post

M/s .....  
.....  
.....

**Sub: Procurement of Paper Shredder Machine**

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE AND NON-COMPLIANCE ANY ONE CONDITION MAY MAKE YOUR OFFER INVALID”

Dear Sirs,

We are interested in the Purchase of the articles mentioned overleaf. Please send your quotation in **SEALED COVERS (sealed with sealing wax)** so as reach this office on or before **09.03.2012** registered/speed post while submitting quotations please note that:-

- 1- Rates quoted should be F.O.R. Pantnagar including packing forwarding and transit insurance. The goods should be insured against theft, loss or breakage during transit by the supplier before despatch is made. The responsibility in this respect will be of the supplying firm and not of the University.
- 2- The rates of sales Tax (Central and Provincial etc.) should be clearly indicated at which rate is chargeable.
- 3- The rates of Excise duty should also be clearly indicated, if included in cost the excise duty component should be indicated separately.
- 4- In case of the item being on D.G.S.& D. Rate Contract, please enclose a copy of the Rate Contract.
- 5- Each quotation is to be enclosed in a double cover. The inner-cover should be sealed and super-scribed, Quotation for **Paper Shredder Machine** your No.....dated..... due date ..... The outer cover should bear only address of the undersigned without any indication that there is a quotation within.
- 6- The quotation shall be opened in the presence of the representative of any or all of the quoting firms at 3.00 p.m. on next day or 2<sup>nd</sup> or 4<sup>th</sup> Saturday in the office of under signed at G.B. Pant University of Agriculture & Technology, Pantnagar.
- 7- Payment will be made by crossed cheques on the State Bank of India/United Commercial Bank, Pantnagar or a account pay draft at the cost of the supplier only after the receipt of material in good condition.
- 8- The acceptance of the quotation will rest with the Vice-Chancellor who does not bind himself to accept the lowest quotation and reserves the right himself to reject or partially accept any or all the quotation received without assigning any reason.
- 9- In case of any dispute the matter shall be referred to the Vice-Chancellor of this University whose decision shall be binding to both the parties.
- 10- Please quote your sales Tax No. & Income Tax No. also on your quotation.
- 11- In case of supply order being placed on you:  
“At time is the essence of this order, the date of delivery should be strictly adhered to otherwise the Vice-Chancellor reserves the right not to accept delivery in part or full and claim the liquidated damages 1% per week subject to a maximum of 10% of total value of the supply order.”
- 12- **You will have to deposit upto 1.00 lac 5%, 1.00 lac to 5 lac 4%, 5 lac to 15 lac 3% of the total cost of items quoted by you as earnest money in the form of demand draft or fixed deposit receipt or bankers cheque or bank guarantee in favour of Comptroller G.B. Pant University of Agriculture & Technology, payable at SBI/PNB/UCO Bank, Pantnagar.**
- 13- On demand one sample of each quoted item may please be sent to judge the quality of material alongwith quotation. The sample should invariably be received in this office on or before due date and time of opening of quotations.
- 14- The quotations are liable to be cancelled, if any of the above conditions are not complied with.

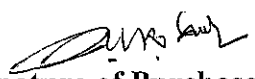
Yours faithfully

Signature & Seal of Purchase

Officer Incharge Store Purchase  
G. B. Pant University of Agriculture & Tech.  
Pantnagar, U.S. Nagar, Uttarakhand  
Distt. U. S. Nagar (Uttarakhand)

**OFFICE/DEPARTMENT OF STORES PURCHASE SECTION**

S. No.	Description of material (Specification if any)	Quantity Required	Rates quoted
1.	2.	3.	4.
1.	<p><b><u>Central Office Shredder for 35000 pages in a day</u></b></p> <p>Feed width: 300 mm                      Shred width : 4 X 30 mm cross cut                      Shred Capacity : 35-40 sheets                      Shred Speed : 7.5Mtr/minute                      Duty Cycle: 4hour                      Motor Power: 1100 Watts                      Dimensions : 1115 X 453 X353                      Noise level : &lt;60db</p> <ul style="list-style-type: none"> <li>• Auto reverses in case of overfeeding</li> <li>• Also capable of CD shredding</li> </ul>	01 No.	

  
**Signature of Purchase**

Name .....

Designation .....

Date: