



श्री चित्रा तिरुनाल आयुर्विज्ञान एवं प्रौद्योगिकी संस्थान, त्रिवाचीकल्कतीय प्राध्यागणी र्केय  
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY  
BIO MEDICAL TECHNOLOGY WING

(एक राष्ट्रीय महत्त्व का संस्थान, विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार)

(An Institution of National Importance, Dept. of Science and Technology, Govt. of India)

पूजप्पुरा, तिरुवनंतपुरम - 695012, केरल, भारत | Poojappura, Thiruvananthapuram - 695012, Kerala, India

टेलीफॉन नं / Telephone No: 0471-2340801 / 2520450, फैक्स / Fax: 0471-2341814

वेबसाइट / Website: www.sctimst.ac.in

**Notice for procurement of DRUM KIT FOR SHARP PHOTOCOPIER 6020N being  
proprietary Article under Rule 166 of GFR, 2017.**

The Division / Department of CON, DTQM of this institute intends to purchase DRUM KIT  
FOR SHARP PHOTOCOPIER 6020N

having following detailed specifications: -

Detailed Specifications: -

**Drum Kit including Drum, Cleaning Blade and Developer**

As per knowledge of **Construction Wing, DTQM**, division / department, above said article /  
equipment is only manufactured by **M/s Sharp** and the said firm sells the same through its  
authorized agent/reseller **M/s Cannlinks, TC.25/3374, 1<sup>st</sup> floor, BISARA,  
Chirakulam, Statue, Thiruvananthapuram.**

In case there is any other OEM for the above said article then they are requested to submit  
their proposal to the **Director, Sree Chitra Tirunal Institute for Medical Sciences and  
Technology** through email **bmtstp@sctimst.ac.in**. hard copy latest by **20/12/2021**  
failing which it will be presumed that there is no other firm who manufacture the required  
article/equipment and purchase will be processed and finalized from the available source.

Deep  
JE  
03/12/21

S. S. S. S.  
HOD/SIC

**Enquiry Summary Period 2021-22      Type I      Enquiry No 614**

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**Enquiry No** IND/ 2021-22/ BMT-CON/ 614      **Dated** 14/12/2021  
**Currency** 1 Rs      **Due Date** 21/12/2021  
**Indent** B / 2021-22 / 11, Dept : 956 - Bmt-Construction Wing  
**Remark** FOR SHARP 6020N

**Enquiry Send To**

CANN01      CANN LINKS  
 T C 25/3374, FIRST FLOOR , BISARA, CHIRAKULAM ROAD, STATUE,  
 TRIVANDRUM, THIRUVANATHAPURAM, KERALA, 695001  
 Ph: 2472599, 2472699  
 E-mail: info@cannlinks.com

Dear Sirs,

Sealed quotations are invited for the supply of the items given below in the prescribed proforma under the following terms & conditions:

**Quotation should be submitted in the below format**

SI. No.	SCTIMST Item Code	Brief Description of Goods	Unit of	Qty	Brand Name	Pack	Catalogue No / Part No	Shelf Life of Item	HSN Code	MRP	Unit price including Packing & Delivery Charges (if any)	Applicable GST In %	Special Unit Price for SCTIMST Including GST & All Other Charges	Total Price Including GST & All Other Charges X Qty

SI	Code	Description	Quantity	Unit	Pack
1	GLPHCR0124	DRUM KIT	1	NO	

Brand : [ SHARP ]      Model No : AR-6020D

FOR AR-6020D SHARP PHOTOCOPIER

**Detailed Specification**

DRUM KIT INCLUDING DRUM, CLEANING BLADE, AND DEVELOPER

**Remarks**

FOR SHARP 6020N

Yours faithfully

Dealing Asst.  
( signature )

APSO  
( signature )

PURCHASE & STORES OFFICER

**Terms and Conditions**

1. The quotation must be submitted as per the below terms and conditions and should be free from corrections/erasures. In case there is any unavoidable correction(s), it should be properly attested. If not the quotation(s) will not be considered. Further, quotation(s) written in pencil will not be considered.
2. Sealed quotation(s) should be superscribed with enquiry No and due date . Quotation(s) will be opened either on due date or on the next working day. The sentence "NOT TO BE OPENED" before (due date and time of tender opening) is also to be printed on these envelopes. If the outer envelope is not sealed and marked properly as stated above, the Institute will not assume any responsibility for its misplacement, premature opening, late opening, and so on.
3. This Institute reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure.
5. Manufacturer, accredited agents or authorized distributor can only participate in the tender. Manufacturer's name and country of origin of materials offered must be clearly specified. The Tenderer should furnish evidence to prove the status of Manufacturer, accredited agents or authorized distributor. In case the firm quotes imported brands on behalf of their foreign principals / manufacturers which comes under the provisions of Drugs & Cosmetics Act & Rules, CDSCO certificate/license issued by CDSCO must be attached. In the case of indigenous items, the certificate issued by the State Drug Controller Certificate may be attached.  
Please quote whether your organisation is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration details
6. Complete details and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by this institute, the same may be shown separately.
7. Samples must be submitted wherever specified along with the quotations. Samples must be carefully packed, sealed and labeled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
8. All drawings sketches and samples, if any, sent along with the enquiry (ies) must be returned along with quotations duly signed.
9. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable. In case of non-acceptance, the materials should be taken back with in seven days of intimation with the risk of supplier and the rejected items should be replaced within ten days from the date of non-acceptance.
10. This Institute reserves the right to modify the quantity specified in this enquiry.
11. In case of no quotes against a particular item in the tender(s), this should be clearly mentioned along with reasons. The prices quoted should not be revised till the supplies are completed. The rates should be quoted in words and figures. Rates quoted should be free delivery at destination including all charges otherwise the quotation is likely to be rejected. Prices quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of six months from the date of opening of the quotation. GST applicable should be mentioned separately in support of HSN code. If no indication regarding GST is recorded in the quotation, the GST will be considered as included in the quote(s).
12. In case the items in the enquiry are covered by any rate contract or running contract finalised by the DGS&D or any other state or central Government, is should be specified in your quotation and accepted contract rates should also be mentioned. It should be also confirmed whether the tenderer could supply at the RC rates outside rate contract.
13. The quotation(s) should be accompanied with illustrated catalogue, brand, model number, make, literature, write up where ever applicable.

14. Delivery period required for supplying the material should be invariably specified in the quotation. The consignment should be delivered at Main Store, SCTIMST, Trivandrum between 9:00 AM to 4 PM during the working days.
15. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. The Institute reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per week subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
16. If the deliveries are not maintained as per the schedule prescribed and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
17. All purchases should be effected as per purchase order and as per tender conditions. Supply of items must be as per the schedule and date of delivery (quantity and date) specified in the purchase order.
18. The time for and the date of delivery of item stipulated in purchase order shall be deemed to be the essence of the contract and delivery must be completed within scheduled date, which is 30 days from the date of purchase order unless specified otherwise.
19. For Consumables & Disposables,
  - (a).At the time of receipt of supply at consignee end, all items should have a minimum 3/4th of their shelf life.
  - (b).If the product is not consumed within the expiry period, the supplier shall replenish with fresh stock of longer shelf life. Otherwise the expired product shall be taken back by the supplier and the value equal to the cost of the expired quantity shall be recovered from the supplier.
20. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Trivandrum only.
21. Our normal payment terms are 100% (hundred percent) through Electronic Transfer (NEFT) within 30 (thirty) days on receipt and acceptance of material at our site in good condition or satisfactory installation and commissioning of the equipment as the case may be in respect of INR quote.
22. While quoting the rates for Equipments, the following are mandatory:
  - (a) Warranty: Minimum 3 years from the date of installation and successful commissioning of the system
  - (b) Comprehensive Maintenance Contract (CMC) : CMC charges shall be a maximum of 5% of order value in INR + Applicable GST per year after warranty period. Escalation of 5% will be applicable once in every three years.
  - (c) Annual Maintenance Contract (AMC) Labour : Labour AMC charges shall be a maximum of 2.5% of order value in INR + Applicable GST per year after warranty period. Escalation of 5% will be applicable once in every three years.
  - (d) List of essential spares: If the equipment contains any essential spares and consumables, the price should be frozen for minimum 3 years after warranty period. The price should be attached separately.
  - (e) Installation and Commissioning: Supplier should undertake installation, commissioning and demonstration at our facility free of charge
  - (f) If the item involve softwares, tenderer should obtain software license in the name of 'Director, SCTIMST' and the paper license / email license to be transferred to the name of Institute.
23. In case of foreign quote(s), payment will be made
  - (i) via wire transfer after the receipt of item in good condition and commissioning
  - (ii) through irrevocable Letter of Credit after receiving Bank Guarantee / Security Deposit @ 10% of purchase value valid for a period of 60 days beyond the completion of all contractual obligation of the supplier including warranty.
  - (iii) proforma invoice in triplicate should mention whether Ex-Works / FOB / CIF (Trivandrum), For CIF

(Trivandrum) rates for Air freight & Ocean Freight should be separately indicated

(iv) Agency commission, if any, should be payable to Indian Agent at the rate prescribed by the foreign tenderer as per the quote.

24. For all supplies / contract above rupees one lakh, the successful tenderer should furnish a performance guarantee / security deposit @ 10 percent of purchase order value excluding GST against the item with warranty and 5 percent of purchase order value excluding GST against items without warranty in the form of Fixed Deposit or Bank Guarantee from a nationalised/scheduled bank having a validity period of 60 days beyond the completion of all contractual obligations of the supplier.

In case the quote is not according to the above terms and conditions, the same will be summarily rejected.