

**INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
STORES & PURCHASE SECTION**

No.SPS/RC/PPC/2014/SPL

Date: 11-06-2014

**CIRCULAR**

Sub: Rate Contract for the Purchase of Plain Paper Copiers - Reg.

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It is informed that the Institute has entered into Rate Contract for the purchase of **Plain Paper Copiers for 16,18,20,25,35 PPM and 40 PPM (A4)** for a period of six months from **01-06-2014 to 30-11-2014**.

The detailed specification furnished by the firms (Annexure) is available in **ice web site** under **Rate Contract**.

The prices given in the list are firm. No price revision, changes in the specification already given or changes in the terms and conditions etc. during the Rate Contract period is acceptable. In case of any reduction in prices of Plain Paper Copiers the same amount of reduction in prices should be extended to the Institute by the supplier. Any increase or decrease in the rate of taxes either by the Government of India or by the Government of Tamil Nadu will be automatically applicable to this rate contract with effect from the date of implementation by the respective Governments. The company may be informed to furnish necessary certificate in the invoice itself regarding the present market price before recommending for payment.

The Head of Depts./Centres/Project Co-ordinators are requested to place Purchase Orders directly upto the values of Rs.2,00,000/- per order under the Financial Powers vested with them as per the revised procedure implemented vide Circular No. SPS/2013/FINLIM/SPL dated: 24.07.2013 subject to following the Guidelines vide circular dated 14.08.2013 issued by Deputy Registrar (S&P).

For indents more than Rs.2,00,000/-, the Heads of Departments/Centres/Sections/ Project Co-ordinators are requested to send necessary Purchase Schedule and Processing Note to the Stores and Purchase Section in respect of Departmental Grants and Special Grants, and to Project Purchase Section in respect of Sponsored Projects, Modernization Grants, PCF and Consultancy Projects along with copy of relevant page of the Annexure for further processing and releasing of Purchase Order in time. Users must ensure whether the Plain Paper Copiers supplied is the Original one before recommending for payment.

The Departments/Centres/Sections/ Project Co-ordinators are also permitted to purchase Plain Paper Copiers out of DGSD Rate Contract by following usual purchase procedures if the same model/specifications are not available in Rate Contract or appear cheaper than the rate contract price.

**DEPUTY REGISTRAR (S & P)**

Encl: As above.

To

All Heads of Depts./Centres/Sections

- with a request to circulate among the Faculty members in their respective Depts./Centres.

Cc: All Deans/Registrar/Director - for favour of information please.