

**GOVERNMENT OF INDIA  
GEOLOGICAL SURVEY OF INDIA**

Fax &amp; Ph : 040- 24220765

**INVITATION TO TENDER**

AP & M Division,  
Southern Region,  
GSI Complex, Bandlaguda,  
HYDERABAD – 500 068.

File No. \_\_\_\_\_/D-19015/12/11/APMD.

Date. 18.06.2012.

**LIMITED TENDER ENQUIRY NO. 13/12, Dt. 18.06.2012.  
Due date of opening: 19.07.2012.**

To

I shall be obliged if you kindly submit sealed tenders for the stores listed below. The invitation of tender is subject to the conditions as per schedule below :

Item No.	Description of Stores.	Quantity Required
1.	<b>Supply of installation for Canon Copier, Cum Xerox cum Scanner Machine(Coloured) image class MF8350C/MF8330C/MF8350C  Canon Catridge - 418 black</b>	<b>1No</b>
2	<b>Canon Catridge - 418 Cyan</b>	<b>1No</b>
3	<b>Canon Catridge - 418 Maganta</b>	<b>1No</b>
4	<b>Canon Catridge - 418 Yellow</b>	<b>1No</b>

Note:1) Your Quotation should be in duplicate else Quotation may ignored (Please see S.No.15 on reverse page)  
2) Submit your Authority Distributor/ Dealership/Reseller Certificate along with Quotation.  
3) You are requested to submit your quotations as per our specifications only.

Yours faithfully,

(SHANTHA MURTHY)  
Stores Officer  
AP&MD,  
for Dy. Director General,  
GSI, SR, Hyd.

1	The cover containing quotation(Single bid) should be sealed and supscribed “ <b>Tender enquiry No. 13/12, Date 18.06.2012. Due date of opening 19.07.2012.</b> and posted in the “Tender Box kept in the office of Dy. Controller of Stores, AP &M Division, Geological Survey of India at Bandlaguda not later than 12.30 PM on the date of opening. It will be opened at 2.30PM. On the same date Covers not so superscribed are liable to be ignored Covers sent by post should have similar superscription.
2	It is the responsibility of the tenderers to see that their sealed tenders reach the office of GSI at the above address by the due date and time. “The fact of having posted an offer in time will not bind the GSI in case such an offer is delayed in post or mislaid / misdirected due to incomplete or incorrect superscription or other causes, to consider the offer.
3	An authorised representative may remain present at the time of opening of the tender.
4	The offer should remain open for one month from the date of opening of tender.
5	It should be specifically stated whether sales tax / packing / delivery / insurance charges, etc, are payable in addition to price quoted, otherwise, the price quoted will be assumed to be all-inclusive and no separate tax or charges will be paid in the event of the offer being accepted.
6	The earliest date by which delivery can be completed should be mentioned in the tender, failure to effect delivery by the stipulated date any tenderer liable to pay liquidated damage at the rates prescribed by the Government.
7	The stores will be inspected by the representative of the GSI before and / or at time of delivery and unacceptable stores will be subject to removal / replacement at the risk, cost and responsibility of the supplying firm.
8	A sum of <b>Nil</b> will have to be deposited as earnest money a Bank Draft to be drawn in favour of the <b>DDO(Cash), Geological Survey of India, Southern Region, Hyderabad.</b> <b>However, SSI registered with NSIC firms are exempted from submitting EMD.</b>
9	If so desired by the GSI an amount representing 5% of the value of the purchase order ( if placed ) will have to be deposited by Bank draft as security deposit as security within 10 days of the receipt of information regarding the acceptance of an offer, for due performance of the contract.
10	Tenderers should extend credit facility for a period of 30 to 60 days. Every effort will be made to make payment within 30 days after receipt of Stores. Those who do not agree for our payment terms need not quote.
11	As there is no foreign exchange available with the GSI the stores are to be supplied against the quota license, if necessary by the firm.
12	Any errors or corrections should be duly authenticated by the person signing the tender, overwriting should be avoided. The rate / total value may be quoted in digits and words as well on F.O.R. Destination basis.
13	The Stores are to be securely packed and delivered at our GSI Complex, at Bandlaguda or dispatch to _____ by rail.
14	Rectification of any defects or cracks etc., noticed during a period of one year from the date of supply shall be the responsibility of the firm at their own cost and risk.
15	The GSI reserves the right to alter the quantity in the tenders, accept or reject any or all the tenders without assigning any reason.
16	The purchaser will not pay separately for transit insurance and the supplier will remain responsible until the entire stores reach in good condition at the destination.

(SHANTHA MURTHY)  
Stores Officer  
AP&MD,  
for Dy. Director General  
GSI, SR, HYD