



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

संविधीक संस्थान निफ्ट अधिनियम 2006, द्वारा शासित और
वरत्र मंत्रालय, भारत सरकार द्वारा स्थापित

National Institute of Fashion Technology
A Statutory Institute under the NIFT Act 2006 and
Set up by the Ministry of Textiles, Government of India



NOTICE INVITING QUOTATIONS

NIFT/HYD/ADMIN/NIQ/2025

Date: .06 .2025

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. NIFT has been granted statutory status under the Act of Parliament of India in 2006, empowering the Institute to award degrees and other academic distinctions. At present approx. 1250 students are studying in this institute and about 90 Officers/Faculty and employees are working in this institute

Sealed quotations are invited from **Cannon authorised dealers/Agencies for "Repairing, Servicing, Replacement & Installation of Spare Parts of 04 Xerox Machines"** at NIFT campus, Hyderabad.

Sealed quotations shall be super scribed with **"Repairing Servicing, Replacement, & Installation of Spare Parts of 04 Xerox Machines"** at NIFT Hyderabad, to be submitted to Admin Dept. at NIFT Campus, Hyderabad by **3:00PM on 23.06.2025** and will be opened on the same day at 3:30PM.

The 04 Xerox Machines can be inspected from 10:00. AM to 5:00. PM during working hours on any working days. No extra payment shall be payable for non-awareness and constraints.

NIFT reserves the right to accept or reject any quotation in part or whole without assigning any reason thereof.

TERMS & CONDITIONS

1. The quoted rates shall be inclusive of all applicable taxes, consumables, installation, and spares necessary for the successful completion of the work.
2. The quoted rates shall remain binding and valid until the completion of the work.
3. The agency must enclose a copy of the GST and PAN of the company/proprietor.
4. The agency must enclose the original Demand Draft (DD) towards the EMD of ₹5,000/- in favour of *NIFT, Hyderabad*.
5. The EMD of the successful bidder will be treated as a Performance Guarantee (PG) and will be released after successful completion of the warranty period.
6. No interest will be paid on the Performance Guarantee.

डिजाईन, मैनेजमेंट और प्रौद्योगिकी का सर्वश्रेष्ठ संस्थान

An Institute of Design, Management and Technology

(An ISO 9001 : 2008 Certified Institute)

Opp. Cyber Towers, Madhapur, Cyberabad, Hyderabad - 500 081.

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Hyderabad

7. The EMD of the unsuccessful bidders will be returned after finalization of the agency.
8. The agency shall ensure the presence of either the contractor himself or an authorized representative at the site during the execution of work for smooth operation.
9. Applicable taxes will be deducted as per prevailing norms.
10. Payment shall be made upon submission of GST Original invoice and based on satisfactory work completion certificate.
11. Conditional quotations will not be accepted.
12. Quotations without enclosures as specified in the above Sl. No. 3 & 4 are liable to be rejected.
13. The work must be completed within ten (10) days from the date of issue of awarding letter issued by NIFT.
14. If the work is found unsatisfactory or not as per the agreed schedule, the EMD/PG shall be forfeited.
15. In case of delay in completing the work within the stipulated time, a penalty of 10% on the total bill value will be deducted.
16. The enclosed format “Annexure – A” must be duly filled. It is compulsory to fill in Sl. Nos. 1 to 4 of Annexure – A. Partially filled details of S. Nos. 1 to 4 will be rejected

Signature and stamp of the agency



- Name of the Canon authorised Agency / Dealers:
- Name of the authorised person :
- Address of the Agency/Dealer:
- Contact No. & Email ID :
- PAN No. :
- GST No. :
- EMD of Rs.5000/- in favour of NIFT and payable at Hyderabad :

a) Name of the Bank DD / PO No. Date:

- Last date of submission of Sealed quotation: 23.06.2025 by 3:00PM
- Date of opening of Sealed quotation : 23.06.2025 by 3:30PM

Scope of Work: Repairing, Servicing, Replacement & Installation of Spare Parts of 04 Xerox Machine" i.e. Guarantee/Warranty period _____

| S.No | Part | Model | Spares | Qty | Rate | Amount |
|------|--------|-------------------------------|----------------------|-----|------|-----------------|
| 01 | Part A | Canon IRC3120 Admin Dept | Magenta Drum Unit | 01 | | |
| | | | Service Charges | | | |
| | | | Service Charges | 01 | | |
| | | | | | | Total |
| | | | | | | GST @18% |
| | | | | | | Part A Total |
| 02 | Part B | Canon IR4225 COE Dept | Drum Unit | 01 | | |
| | | | Fixing Film Assembly | 01 | | |
| | | | Pick up Rollers Set | 02 | | |
| | | | Service Charges | 01 | | |
| | | | | | | Total |
| | | | | | | GST @18% |
| | | | | | | Part B Total |
| 03 | Part C | Canon IR2535 Accounts Dept | Drum Unit | 01 | | |
| | | | Pick up Rollers Set | 02 | | |
| | | | Service Charges | 01 | | |
| | | | | | | Total |
| | | | | | | GST @18% |
| | | | | | | Part C Total |
| 04 | Part D | Canon IR2525 Building Dept | Pick up Rollers Set | 02 | | |
| | | | Service Charges | 01 | | |
| | | | | | | Total |
| | | | | | | GST @18% |
| | | | | | | Part-D Total |
| | | | | | | Total (A+B+C+D) |
| | | | | | | Grand Total |

Total amount in words:

Signature and stamp of the agency