

MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT AND CATERING  
TECHNOLOGY AND RESEARCH SOCIETY, PUNE  
MAHARASHTRA STATE INSTITUTE OF HOTEL MANAGEMENT  
AND CATERING TECHNOLOGY  
(UG & PG – Degree Programme)



412/A-1, K.M.MunshiMarg, BahiratPatilChowk, Shivajinagar, Pune – 16.  
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REF: MSIHMCTRS/BHMCT/2024/ 656 (1-8)

Date: 03/07/2024

To,

AS OVERLEAF

Sub: Inviting quotation for Multifunctional Colour Laser Copier.

Dear Sir/Madam,

We would like to Purchase Multifunctional Colour Laser Copier, as per the specifications detailed overleaf.

You are requested to send the quotation as per the terms and conditions for the same/on or before 16th July 2024 till 5:00 pm by hand or by post.

Principal  
(UG & PG – HMCT)  
MSIHMCT, Pune.

**Terms & Conditions:**

1. The institute has the right to reject the quotation received after due date as specified above.
2. Payment will be issued upon successfully completing the contract.
3. Free delivery at customer premises and installment in the designated area in case of any such requirement arises.
4. GST and other taxes as applicable should be mentioned separately.
5. The quantity and quality of service must match with the requirement.
6. The Quotation must have a validity of 6 months.
7. Kindly mark Degree Office and reference number on top of the Quotation Envelope.
8. Quotations will be required in Two Envelope System as required one envelope will contain Technical Specification (Technical bid) & another will Contain Commercial Quote.

P.T.O.

Ok  
03/07  
5/3/24  
Rup

9. The Technical Specification Envelope must have the following documents: Envelope 1
- Registration of the GST and Number
  - Registration of Business & Number.
  - Taxes paid up to March 2024
  - Specification Sheet / leaflet if any o be provided.
  - Quality & Service Assurance Certificate to be provided.( Annexure II)
  - If the supplier is not a manufacturer then all above for the manufacturer and / or Authorization Certificate for the parts the service provider has used should be provided.
10. Quotation form should be duly filled in, signed and stamped by authorized person, and should be accompanied by necessary documents attached in Envelope no 1 (Technical Bid) and Envelope No.2 (Commercial Bid)

**Annexure I: Authorisation Letter**

**Annexure-II: Quality & Service Assurance Certificate.**

• **Technical Specification for Multifunctional Colour Laser Copier:**

Print Speed	20 PPM minimum
RAM	2 Gb minimum
Connectivity	Standard: 1000Base-T/100Base-TX/10Base-T, USB 2 Minimum
Paper size	A3 to Indian legal
Other Specification	Duplex Automatic Document Feeder Secured printing

(To be printed on the letter head of the firm)

**Annexure I**

No.

Date:-

**AUTHORISATION LETTER**

To

The Principal

Maharashtra State Institute of Hotel Management and Catering Technology and Research Society,  
Pune,

Sub: Authorisation for submission of Quotation for \_\_\_\_\_

Ref: Your Quotation Invite No.

Due on \_\_\_\_\_

Dear Madam,

With reference to above, this is to inform you that. We, \_\_\_\_\_ are an established manufacturer/ Service Provider of \_\_\_\_\_, having factory/ Workshop/ Registered Office at \_\_\_\_\_ since 19\_\_ / 20\_\_.

We do hereby authorise M/S \_\_\_\_\_ to quote and negotiate for item/s/ services mentioned in Quotation enquiry number \_\_\_\_\_ Due on \_\_\_\_\_.

We further undertake that the products supplied by M/S \_\_\_\_\_ will be fully supported by us during and after the warranty period and all service calls will be attended by us / our authorised service provider promptly.

Thanking you.

For \_\_\_\_\_

Authorised Signatory

Date Name -

Place -

Designation -

P.T.O.

(To be printed on the letter head of the firm)

**Annexure II**

**QUALITY & SERVICE ASSURANCE CERTIFICATE**

No. :-

Date:-

To,  
The Principal,  
Maharashtra State Institute of Hotel Management  
and Catering Technology and Research Society, Pune,  
Pune

Dear Madam,

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Thanking You,

Authorized Signatory & Company Seal