



## चन्द्रगुप्त प्रबन्ध संस्थान पटना

CHANDRAGUPT INSTITUTE OF MANAGEMENT PATNA

**Date: 01-04-2026**

### **Inviting Quotation for Purchase of A-4 Plain copier (2026-27)**

Quotations are hereby invited for the supply of A-4 plain copier as per the below details and must be sent in the sealed envelope.

1. Requirement: A-4 Plain Copier
2. Quantity: 500 Packets of 500 sheets containing each packet
3. GSM: 75 GSM

Quotations are hereby invited for the supply of above goods and quotations must be sent in the sealed envelope.

1. Quotation must be marked "Quotation for Stationery 2026-27." addressed and submitted to Director, Chandragupt Institute Of Management Patna 800001, so as to reach on or before of April 7<sup>th</sup>, 2026 up to 17:00 p.m.
2. The College reserves all rights to accept/reject/cancel a proposal at any stage without assigning any reason solely rest with CIMP. In case of dispute the decision of the Director, Chandragupt Institute Of Management Patna shall be binding.
3. The firms/vendor must quote the rate in figure as well as word for all the item/s with GST. The rate should be quoted clearly without overwriting/ cutting. Failing which the quote or the item will be disqualified.
4. No request for increase in rates will be entertained after submitting the quotation.
5. Maximum of one week will be allowed for the delivery of the goods / Items from the date of order. Therefore, period of delivery of goods/ items beyond one week will not be acceptable. The supply of the A-4 Plain copier will be delivered at Department of Store, 1<sup>st</sup> Floor storeroom, Chandragupt Institute Of Management Patna, Mithapur, Patna - 800001.
6. The rates will be accepted on the basis of comparative bidding and quality goods/ Items. In the case of non- Standardize goods, the quality of the material will be decided by the department's Purchase committee of CIMP. A sample of paper must be submitted along with quotation.
7. Payment will be made to the firm/vendor after completion of delivery. Payment will be made only after the goods/items have been received in the college in good condition and according to the approved quality / specification / approved sample or testing wherever needed. Any request related to advance payment for the order will not be entertained.
8. The format of the quotation will be as follows below:

| SN | Item                     | Specifications | Price per Unit | Tax | Total Amount |
|----|--------------------------|----------------|----------------|-----|--------------|
| 1  | A-4 Plain Copier         | 75 GSM, Brand  |                |     |              |
| 2  | Sample for quality check |                |                |     |              |

  
Stores & Purchase Officer  
Chandragupt Institute of Management Patna