



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/NIQ-2021/File-I/65

Date: 16.07.2021

Notice Inviting Quotation

Sealed quotations are invited from reputed firms/suppliers/ vendors for the supply, installation and commissioning of Photocopier Machine at Dibrugarh University Health Centre as per particulars mentioned below. The quotations will be received by the undersigned on or before **06.08.2021 upto 11:00 A.M.** and will be opened on the same date at **02:30 P.M.** in the presence of the intending quotationers or their authorized agents.

Sl. No.	Particulars	Preferred Brand	Qty.
01	Photocopier Machine: Digital copier/Printer/Scanner, 64 MB Memory, Gradation: 256, Max. original size: A3, Paper capacity: Standard – 250 sheets/ optional 100 sheets (Bypass tray), Warm up time – less than 30 sec., First copy time – less than 8 sec. (A4), Multiple copy 1 to 99 sheets, Magnification – 50 to 200%, Power requirement- AC220 to 240 V, Power consumption – 800 w or less	Konica/ Cannon or equivalent	01 No.

Terms and Conditions:

1. No separate quotation paper will be issued from the office. Quotation should be submitted in the Supplier's Letter Pad with supporting documents.
2. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
3. The quotation should be addressed to the “**Registrar, Dibrugarh University, Dibrugarh – 786004**” super scribing the Quotation Notice Number on the envelope.
4. In the event of any kind of holiday, the quotations shall be opened on the next working day.
5. ***Any kind of Taxes/GST (if any) or any kind of installation or other charges must be clearly indicated in the quotation.***
6. The tendering firm must have proper PAN/GST No. and the same shall have to be enclosed with the quotations.
7. The quantity mentioned above may be increased or decreased at the time of placing order as per requirement.
8. The items should be delivered at site, i.e. Dibrugarh University.
9. Payment shall be made only after receipt of materials in good condition.

Sd/-

Registrar

Dibrugarh University

Copy to:

1. The Deputy Registrar (F&A) i/c, D.U. for information.
2. Dibrugarh University Website.
3. Office File.

Sd/-

Registrar

Dibrugarh University