

Mahatma Gandhi University
University Library
Priyadarshini Hills, Kottayam. Kerala-686560
Ph.0481-2731018 Email:library@mgu.ac.in

MGUL/AD/UPC-Printer/590/2016

Dated: 20.08.2016

QUOTATION NOTICE (Revised)

(Minutes of the UPC Meeting held on 3.12.2015)

Letter No. AdBIV/2/MGUL/2827/2016 dtd. 18.03.2016

Letter. No. Ad BIV/2/MGUL/2827/2016 dtd. 27.4.2016

Letter No. AdBIV/2/MGUL/2827/2016 dtd. 30.05.2016

Sealed competitive quotations are invited for purchase of “**Laser Printers and External Hard Disk**” in the University Library. Details along with other Terms & Conditions are provided below. The quotations specifying lowest rate separately for each item at which the item can be supplied should reach the office of the undersigned not later than 31.08.2016 at 2.00 p.m. The quotations will be opened at 3.00 p.m. on the same day.

Specifications:

Sl. No.	Qty	Specification
1.	3 nos (1 on buyback basis)	<u>Linux Supported Laser Printer with print/scan/copy facility</u> Monochrome Laser Multi Function Center with networking and three in one-Print/Scan/Copy Brand preferred Canon/HP
2.	1	<u>External Hard Disk</u> Min.1 tb capacity, Expansion Portable External Hard drive 2 Tb.Usb 3.0 OS Support: Windows and Linux
3.	1	<u>Portable External Hard Disk</u> Connectivity: USB, Capacity: 1 TB OS Support: Windows and Linux

Terms and Conditions:

1. The rate shall be for the complete work item, transportation, loading and unloading charges, Installation and all other allied work. Original Brochure and Technical data sheet in regard to the equipment / major components including warranty period, AMC/Service conditions and address of nearest authorized service center should be

attached with the quotation and on the failure of which, the quotations are liable to be rejected. There must be 3 year on site warranty for the items.

2. No advance payment is possible. Payment will be made only after satisfactory Supply and Installation.
3. Price should be quoted separately for each item and price of items with different capacity should be quoted seperately.
4. If the date of receipt/opening of the quotation is declared as a holiday, the next working day will be the last date of receipt and opening of the quotation.
5. Quotation will be valid for a minimum period of 90 days.
6. The undersigned reserves the right to reject any quotations without assigning any reason thereon.
7. The firm should provide an undertaking in stamped paper after the supply of the Product

Quotations should be addressed to **University Librarian-in-charge, Mahatma Gandhi University, Priyadarsini Hills, Kottayam** and the sealed envelope containing the quotation should be superscribed "**Quotation for Printers and Hard disk**". Late quotations will not be accepted. Further details of the requirements and the conditions if any can be obtained from University Librarian-in-charge, Mahatma Gandhi University Library, Priyadarsini Hills, Kottayam 686560. Details are also available in the **University website**.

University Librarian –in- charge