



Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam – 686 560

(Established by Kerala State Legislature by Notification

No: 3431/Leg.Cl/85/Law, dated 17th April 1985)

No. Ad BIV/1/4108 /2013(Sub File)

Dated, 31.05.2016

QUOTATION NOTICE

Competitive quotations are invited for the supply of the following to the Store Keeper, General Store, Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam 686560 subject to the following conditions.

SL No.	Item & Specifications	Place of Installation
1	Neopost IJ - 40 Digital Franking Machine <u>Ink Cartridges</u>	Exam Despatch I, Exam Despatch II & III, General Admn. Despatch and EB sections

The sealed envelope containing the quotations should be Superscripted “Quotation for the purchase of Neopost IJ - 40 Digital Franking Machine Ink Cartridges for the use of various despatch Sections of the University. QN.No.Ad BIV/1/4108 /2013(Sub File) Dated 16.06.2016” and be addressed to THE REGISTRAR, MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O. KOTTAYAM 686560. The last date for receiving the quotations will be at **02.30 Pm on 16.06.2016 and will be opened at 3.00 pm** on the same day.

CONDITIONS

1. The quoted price should be inclusive of all taxes/freight/Installation etc.
2. Customs/Excise duty exempted price should also be quoted.
3. The quotations should have at least three months validity period.
4. Brochure of different models quoted should be enclosed.
5. Nearest service centre details, user references, necessary supporting catalogues and demonstration should be provided.
6. The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.
7. The minimum number of imprints which can be taken by using one cartridge, should be specified on the quotation.

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8. If the product has a valid DGS&D rate contract it may be quoted.
9. If the date of receipt and opening of the quotations is declared a holiday the next working day shall be the last date for the purpose.
10. Supply may be arranged on getting information from the Store Keeper, General Store, Mahatma Gandhi University concerned regarding the requirements.
11. The supply of the item should be on the terms and conditions suggested by the University and the supply should be effected within fifteen days from the date of receipt of the supply order.
12. The transportation/freight charges and loading and unloading charges will not be paid by the University.

Sd/-
**ESTATE OFFICER
FOR REGISTRAR**

APPROVED FOR ISSUE

Sd/-

SECTION OFFICER

Copy to:-

1. Store Keeper, General Store
2. PRO (For Publication in Three leading Malayalam Dailies)
3. Content Management Section
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