



MAHATMA GANDHI UNIVERSITY
University Centre for International Co-operation (UCIC)

Director(Hon)

No. UCIC/Q-P-1/02/2017

22.02.2017

QUOTATION NOTICE

Sealed competitive quotations are invited for the supply of below mentioned item at the University Centre for International Co-operation (UCIC), Mahatma Gandhi University, Priyadarishini Hills P.O., Kottayam – 686 560. Quotations in sealed covers super scribed “**Quotations for the Supply of Photocopier cum Printer**” should reach the office of the undersigned on or before 27 February 2017, 4.00 p.m.

Sl. No.	Item	Quantity
1.	Photocopier cum Printer Speed B/W PPM (A4)- 20 or above, A3 to A5, Paper Weight g/m ² /Main body:70 g/m, Tray: 15g/m ² , paper capacity, std sheets 250 or above, Warm up Time Below 100 sec, Duplex STD, zoom 25% to 400% Printer: Network Printer: STD, Resolution (dpi), 600x600, Interface, Std: USB 2.0 compatible, Ethernet 100 Base-T, Printing: Duplex Scanner: Network Scanner: STD, Resolution: 150, Resolution: 150 dpi X 150 dpi, 300dpi X 300dpi, 600dpi x 600 dpi, Size: A3 length, A4,A5 B4 Length Wise, B5, Interface: 10/100 Base -T Network I/F, USB 2.0 Copier: Paper size (Max):A3, Continuous Copy (Max copies:999), Resolution Scan B/W (dpi): 600x600Zoom range (%) 25-400	01

The sealed envelope containing the quotation should be Superscripted “Quotation No. UCIC/Q-P-1/02/2017, dated 22/02/2017” and be addressed to the Director, University Centre for International Co-operation, Mahatma Gandhi University, Priyadarshini Hills P.O., Kottayam 686 560.

Conditions

1. Details such as make/model, capacity, mode of operation and electric consumption, etc. should be clearly mentioned in the quotation.
2. The quoted price should be inclusive of all taxes/freight /installation/loading and unloading etc.
3. Customs/Excise duty exempted price should also be quoted
4. The quotations should have at least three months validity period

5. Brochure of different models quoted should be enclosed
6. Warranty, extended warranty, AMC conditions, nearest service centre details, user references, necessary supporting catalogues and demonstration should be provided.
7. The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.
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. After successful supply/installation payments shall be made to the supplier in accordance with University rules.
11. For further details contact the office – 9446224240, (9am to 5 pm) on working days.

**Sd/-
DIRECTOR**