



MAHATMA GANDHI UNIVERSITY

SCHOOL OF COMPUTER SCIENCES

PRIYADARSINI HILLS. P.O

KOTTAYAM, Pin 686560. Phone 0481 2731037

No. SOCS/103/P.C/PUR/2018-19

Dated, P.D Hills, 13/06/2018

SHORT QUOTATION NOTICE

Sealed competitive quotations, super scribed “**Quotation No. SOCS/103/P.C/PUR/2018-19 Dated 13/06/2018**”, are invited from reputed firms for the supply of a brand new Photo Copier Cum Printer with the following specifications to School of Computer Sciences, Mahatma Gandhi University, Kottayam, **on buy - back Scheme** with the old SHARP AR-M205 Model Copier Cum Printer as is where is condition.

| SL No. | ITEM | SPECIFICATIONS | QUANTITY |
|--------|---------------------------------|---|---------------|
| 1 | PHOTO COPIER CUM PRINTER | Required functions - Print ,Copy and Scan, Print Resolution - 600x600dpi Print Speed - 33ppm, Scan Resolution - 600x600dpi (Colour), Maximum Document Size - 8.5x14”, Automatic Duplexing, 50 Sheet Bypass & 250 Sheet Input Trays , 50 Sheet ADF, USB and Ethernet Connectivity. | 1 Nos. |

Sealed Envelope containing the Quotation shall be addressed to **THE DIRECTOR, SCHOOL OF COMPUTER SCIENCES, MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O, KOTTAYAM, 686560** and the Quotations shall reach the office of the undersigned not later than **04.30 p.m. on 21/06/2018** and the Quotations will be opened at **11.00 a.m. on 22/06/2018**.

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
4. Brochure of different models quoted should be enclosed
5. Warranty conditions ,nearest servicing centers details, user reference , necessary supporting catalogues and demonstration should be provided
6. The right to accept or reject tenders without assigning any reason rests entirely with the undersigned
7. If the product has a Valid DGS & D rate contract , it may be quoted
8. The bidders will be permitted to visit the old Machine, kept at School of Computer Sciences for exchange on buy-back Scheme, on all working days except Saturdays from 10a.m to 04.00p.m till 21/06/2018
9. If the date of receipt and opening of tenders is declared a holiday, the next working day shall be the last day for the purpose.

Copy to:-

1. PRO
2. Content Management Section
3. SF/FC

**Sd/-
DIRECTOR**