



**SCHOOL OF MANAGEMENT AND BUSINESS STUDIES**  
**MAHATMA GANDHI UNIVERSITY**  
PRIYADARSINI HILLS P.O, KOTTAYAM -686560

SMBS/NAAC/PUR/4/2023-24

Dated: 07.09.2023

**QUOTATION NOTICE**

Competitive quotations are invited from reputed firms for the supply and installation of following item in School of Management and Business Studies, subject to the following conditions.

The sealed cover should contain quotations shall be super scribed, "**Quotation Notice SMBS/NAAC/PUR/4/2023-24 Dated 07.09.2023**" and be addressed to the Head of the Department, School of Management and Business Studies, Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam, 686560. The last date for receiving the quotation will be **12.30 pm on 15/09/2023** and the quotations will be opened at **2.30pm** on the same day.

**Nature of work**

➤ **Supply and Installation of Photocopying Machine – 1 No**

**A3 Mono Digital Copier MFD**

Functions: A3 Digital Duplex Copier/Network Printer/Network Colour Scanner;

Type: Desktop;

Engine Speed: A4 - 22 ppm, A3 - 12 ppm

Control Panel: 5-Line LCD;

Paper Size: Max. A3(11" x 17"), Min A6 (5½" x 8½");

Paper Capacity: 350 Sheets (250 Sheets tray and 100 sheets multibypass tray);

Paper Weight: 60 g/m<sup>2</sup> to 105 g/m<sup>2</sup>

Memory: 1GB; Print/Copy Resolution: 600 x 600 dpi

Scan Speed: 37 originals/min; Scan Resolution: 50 dpi to 9600 dpi;

Scan destinations: Scan to email/desktop/FTP Server/Network folder (SMB)/USB Drive;

Interface:USB2.0,10Base-T/100Base-TX/1000Base-T

Warranty : 1 Year

**Conditions:-**

1. Quoted price should be inclusive of all taxes /freight/ loading & unloading /installation/ necessary cabling for installation etc.
2. Customs/Excise duty exempted price shall be quoted.
3. Quoted rates should have at least three months validity period.
4. Brochure of different models quoted should be enclosed.
5. Warranty should be provided.
6. The right to accept or reject the quotations without assigning any reason rest entirely with the undersigned.
7. If the last date for receipt of quotations is declared a holiday the next working day shall be the last date for the purpose.



  
**Head of the Department**  
Professor &  
Head of the Department  
School of Management &  
Business Studies  
Mahatma Gandhi University  
Kottayam