

**Ad.BII.3/954/09**

**Dated: 14.09.2009**

## **NOTE**

***Sub: Quotation Notice – reg.***

Sealed competitive quotations are invited for supplying Digital Copiers with the following specifications for the requirement in the various Departments/ Offices of the University for the current year. The quotations should reach the undersigned on or before 25<sup>th</sup> September, 2009 at 03.00 p.m.

<b>Model Name</b>	<b>Mention Model &amp; Brand</b>
Type/ Copy/ Print Speed	1) Basic Digital Copier with Printer a) 16 CPM /16 PPM b) 20 CPM/ 20 PPM 2) Digital Multifunctional Copier a) 25 CPM/25 PPM b) 30 CPM/30 PPM
Paper Capacity	Mention
First Page Out time	Mention
Paper Size	A3 – B5
Copy Size	A3, A4, B4, Folio, Other
Copy features	Mention
Resolution	Specify
Memory	Mention
Multiple Copying	Mention
Zoom	Mention
Drum Life	Mention
Print features	Mention
Exposure Control	Specify
Ram	Mention
Hard Disk Drive	Mention
Warranty	Mention
Toner cost – per piece	Mention
Per toner output print numbers	Mention
Other features-	Mention

**Terms and Conditions:**

1. Rates should be quoted for the items as per specification which shall include the amount of taxes, levies octroi delivery installation charges and other charges, if any. The total amount including all the above charges should be shown together per piece. The rates for the different type copiers shall be shown separately in the quotation.
2. The items shall be delivered directly to the Departments/ Sections of the University as per schedule that will be mentioned in the purchase order at the time of placing the order.
3. Branded products should accompany necessary supporting brochures.
4. No part payment will be made and full settlement will be made only after the supply and successful installation of the items.
5. The specification and working condition of the items will be inspected by a competent authority.

Yours faithfully

**Deputy Registrar (Admn.I)**  
*for Registrar*