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GURUDAS COLLEGE

(GOVT.SPONSORED)

NARIKELDANGA, KOLKATA-700 054

ReferenceNo: GSC/2023-24/P0/PM

Dated:22.07.2023

NOTICE INVITING QUOTATIONS

Quotation(s)(typed/printed) for Photocopier Machine for Principal's Office in sealed envelope are invited by the undersigned, on behalf of Gurudas College, from well established, experienced and reputed suppliers in their own printed letterhead on or before 03.08.2023 upto 4 pm. Supplier(s) should write the name of the production at the top of the envelope in the following manner: Quotations for Photocopier Machine for Principal's Office. Quotations opening date will be notified later.

Terms and Conditions:

- a) All purchases will be made as per Government Rules and Regulations.
- b) The Agency should be registered for GST and copy of the said certificate as well as copy of the PAN card will be submitted along with the quotation.
- c) The rate quoted by the suppliers should be inclusive of carriage and all taxes, otherwise quotation will not be considered. The rate should be quoted both in figure and words.
- d) The goods supplied should be in exactitude of the specifications mentioned in the notice. Any deviation/departure/difference with the specifications mentioned will not be accepted and the payment will not be made.
- e) Acceptance of lowest quotation is not obligatory .The authority reserves the right to accept or to reject any or all quotations without assigning any reasons there to.
- f) Before submitting quotations the intending suppliers are requested to inspect the site. No extra charges will be entertained after accepting the quotation. No conditional quotation will be entertained.
- g) The supplier who does not fulfill any or all of the above noted conditions and submits incomplete quotation the same will be summarily rejected .This quotation notice will form a part of the agreement.
- h) No Quotation paper will be accepted by Post.
- i) Please mention expected date of delivery.
- j) Please provide Bid specified MAF (Manufacturer's Authorization form) from CANON company.

Sd/-Principal

SL No	Item with Specifications	Qty
1.	<p><i>CANON IMAGERUNNER 2224N with ADF (Auto Document Feeder)</i> <u>Specifications:</u> <u>Machine Type : A3 Monochrome Laser Multifunctional</u> <u>Print and Copy speed: 24 ppm (1 sided),16ppm (2 sided)</u> <u>Interface: LAN, Wireless LAN, USB</u></p>	1
2.	<p><i>CANON IMAGERUNNER 2224N with ADF (Auto Document Feeder)</i> <i>In exchange with SHARP AR 6020 (existing)</i> <u>(N.B: Interested parties are requested to inspect the machine and may visit the college on 24.07.2023 & 25.07.2023 between 1:30 pm to 4 pm)</u></p>	