



Guru Nanak Dev University, Amritsar.

(Established by the State Legislature Act No. 21 of 1969 and University with Potential for Excellence recognized by UGC)

(Department of Mass Communication)

Registered Post

No. 828/0me
Dated. 3.11.2025

QUOTATION NOTICE

Sealed quotations are hereby invited by the undersigned for the supply of the following items. The quotations should reach the office of the undersigned on or before date **16-11-2025 upto 4:00 pm** which would be opened in the presence of the quotees or their authorized representatives, who may like to be present. **The quotations will be sent by Regd./Speed Post only.**

Sr No	Description of Items	Quantity
1	Functions: Copy, Print, Color Scan, Engine Speed (A4): 22 ppm , Engine Speed (A3): 12 ppm, Control Panel: 5-line LCD, Paper Size: A6R to A3, Paper Weight: 60 to 200 gsm, Memory: 1 GB , Printing, Resolution: 600 x 600 dpi, Duplex Printing: Automatic, Paper Capacity: 350 sheets standard (250-sheet tray + 100-sheet bypass), expandable to 1,850 sheets with optional trays, Connectivity: USB 2.0, 10Base-T/100Base-TX/1000Base-T Ethernet, Supported OS: Windows 8.1, 10, and various Windows Server versions, Copying, First Copy Out Time: 6.4 seconds (B/W), Continuous Copy: Up to 999 copies, Zoom: 25%–400% , Scanning, Resolution: Up to 600 x 600 dpi, Scan Method: Push and Pull scan, File Formats: TIFF, PDF, JPEG, Scan Destinations: Desktop, FTP, Email, Network Folder, USB Memory	01

Terms & Conditions :

- 1 While quoting the rates, brand name and model of item to be supplied should specifically be mentioned.
- 2 The rates quoted should be nett inclusive of Octroi, Excise Duty, Packing & Forwarding, Freight, Local carriage etc on F.O.R. Guru Nanak Dev University Campus, Amritsar.
- 3 GST, as applicable at the time of supply, shall be payable extra.
- 4 Words "**Quotation due on 16-11-2025 for Purchase of Xerox Machine**" may be noted on the top of the envelop.
- 5 The undersigned does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or part of the quotation and the quotee shall be bound to perform the same at the quoted rates.
- 6 Head Mass Communication Department reserves the right to reject or accept any quotation or all

- quotations.
- 7 The bidder/supplier/Firm must have a valid GST registration number.
 - 8 Quantities can be increased or decreased as per requirement.
 - 9 Sample shall be got approved from the Competent Authority/Engineer-in-charge before supplying the material.
 - 10 If the due date falls on a Holiday, then the quotation will be received on the next working day.
 - 11 Variation in size & shape shall be applicable as per specification/IS! code.
 - 12 **Conditional Quotations shall not be entertained.**
 - 13 Before filling his tender/Quotation the contractor shall visit the site/store and satisfy himself as to the conditions prevalent there especially regarding accessibility to the site, nature and extent of the ground, working conditions, stacking of materials installation of tools and plants etc., accommodation and movement of labour, supply of water and power for satisfactory completion of the works contract. No claim, whatsoever on such accounts shall be entertained by the department in any circumstances.
 - 14 **No advance payment shall be made. 100% of the payment will be made after supply the material to the satisfaction of the competent authority.**
 - 15 The warranty period should be clearly mentioned on the warranty certificate/document.
 - 16 Delay / loss in postal transit or due to any other reasons will not be University's responsibility.
 - 17 The University will not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
 - 18 Authorized signatory should sign on all the pages. Bids/Quotation without authorized signatures or seal of the firm shall be rejected.
 - 19 In case of dispute, legal matter, if any shall be subjected to Amritsar Jurisdiction only.
 - 20 The Delivery of Material shall be made within time period as mentioned above from issue of supply order, failing which the order will be withdrawn.
 - 21 The offer shall remain open for acceptance for a period of **NINETY** days from the date of opening of the quotation.
 - 22 In case the lowest bidder commits mistakes or fails to comply with the terms and conditions, the matter will be considered by committee constituted by the competent authority for appropriate action viz forfeiting of EMD, Blacklisted the firm or any other action deemed fit by the committee and the decision of committee will be binding on the L-1 firm/ lowest bidder.
 - 23 The University reserves the rights to cancel the order if it is found at any later stage that the supply is not being made as per specification & satisfaction and the payment shall not be made for the received goods.
 - 24 In case of any miss-happening /damage to material and supplies during the carriage of goods the supplier has to replace it with new supplies immediately at his own risk. The **Guru Nanak Dev University**, Amritsar will not be liable to any type of losses in any form.

Vasudha

Head,
Department of Mass Communication,
Guru Nanak Dev University,
Amritsar