

**Guru Nanak Dev University, Amritsar**

(General Branch)

(Established by the State Legislature Act No.21 of 1969)  
Accredited at "A" grade level by NAAC and awarded "University with  
Potential for Excellence" status by UGC)

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No. 2656 /Gen.  
20/5/25

Registered/speed post

M/s \_\_\_\_\_

Sub: Quotation for supply of one Photocopier Machine.

Sir,

This university intends to purchase a **Photocopier Machine** as per under noted Specifications:

Specification	Base Price	GST Price	Amount
<b>Photocopier Machine</b>			
<b>Specification</b>	<b>Description</b>		
Output	Black & White		
Speed	32ppm or above		
Print Technology	Laser Print		
Memory	4GB or above		
Duplex	Yes		
ADF	Yes		
No. of Trays	2 or above		
Multiple Copies	1-100 pages or above		
Input	USB, Pen drive, Network		
Paper Size	A4, Legal, A3		
Scanner	Yes		
Tonner Type	Refillable		
Developer	No Developer (Single Component Machine)		
Drum Life	6,00,000/- Sheets		

You are, therefore, requested to send your rates, terms and conditions as per technical details mentioned above, having detailed technical information with specification of all the make/model for which rates are quoted must be attached. The quotation should be **REGISTERED/Speed Post/Courier AND ADDRESSED TO REGISTRAR, GURU NANAK DEV UNIVERSITY, AMRITSAR**. So as to reach this office on or before **29.05.2025** duly Superscribed on the Envelope "**Quotation for Photocopier Machine due on 29.05.2025**".

**Terms & Conditions:-**

1. The rate quoted should be F.O.R. Guru Nanak Dev University, Amritsar. Final price should have bifurcation of base price, GST, and any other taxes, charges applicable if any.
2. The rate should be quoted including installation, transportation charges.
3. The supply of the material will have to be made within 15 days from the date of order, failing which 5% penalty, will be imposed for the delay of the supply.
4. Installation is to be done by the firm.
5. Quantity can be increased or decreased as per requirement.
6. The rates of the quotation should be valid at least for 90 days from the date of order. No increase in the rates shall be allowed in any case after quoting the rates.
7. In the quotation, participating firm should write the 'Model, Make, Technical Specifications and Compliance as per above mentioned points' for which price has been quoted.

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8. Material will be accepted in conformity with specifications approved as well as in accordance with the terms & conditions of the supply order.
9. The University does not bind to accept the lowest or any quotation.
10. The warranty/Guaranty period must be given.
11. The Original Components have to be supplied by the supplier with the serial no. of each component mentioned in the bill.
12. In case of any dispute, the matter shall be referred to the Registrar whose decision shall be final and binding upon the firm.

  
Assistant Registrar (General)  
for Registrar