**Letter No. 255 (Acad)/OUTR**  **Date: 10/8/2023**

**Quotation Call Notice**

Sealed quotations are invited from registered original Manufacturers/ Suppliers/ Agencies/ Authorized dealers having valid GSTIN, PAN for supply of Printer Cartridge to the Academics Section of the University. The prescribed format along with detail specifications for submission of the quotation are as follows:

Ref: No. date Academic Section

Quotation for Printer Cartridges of the Academic Section

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Printer** | **Cartridge** | **Quanity**  **(approx)** | **Delivery** | **Unit Price without GST** | **GST % and Cost** | **Unit Price without GST** | **Total Amount** |
| 1. | **Catridges for RICOH C 2003 SP printer** | Balck | 2 | Within 7days  after receiving the Purchase Order |  |  |  |  |
| Cyan | 1 |  |  |  |  |
| Magenta | 1 |  |  |  |  |
| Yellow | 1 |  |  |  |  |

The interested agencies are required to submit their offer/quotation in their letter head as per above prescribed format enclosing GSTIN, PAN etc. The quantity may vary during placing the orders.

The last date for submission of quotations is **21/08/2023 up to 3.00 PM** addressing to the “**The Registrar, Odisha University of Technology and Research,** Ghatikia, Bhubaneswar-751029 by Speed Post/ Registered Post only. Hand delivery / Courier service delivery are not accepted. The quotation should superscribed the in the cover envelope as **“Supply of Printer Cartridges to the Academic Section of OUTR”** in bold letters. The authority will not be responsible for any postal delay. The quotations will not be received after scheduled date and time. Suitable penalty amount will be imposed if the items are not found satisfactory as per the specifications. The authority reserves the right to reject any or all quotations without assigning any reason thereof.

Sd/-

**Registrar**

**CC:** TheDean, Academic Affairs, Odisha University of Technology and Research/ University Website/ University Notice board for kind information and necessary action.