**QUOTATION CALL NOTICE**

Sealed quotations are invited from registered Firms/Authorized Dealers/Distributors/ Traders having valid GSTIN, PAN for the supply of hp Laser printer all in one (print, scan and copy) at Civil Engineering Department of **Odisha University of Technology & Research, (Formerly College of Engineering & Technology),** Bhubaneswar as per the specifications given below:

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| **Sl.** | **Particulars of item** | **Quantity** |
| **1.** | **hp Laser printer (all in one print, scan. copy)**Printer- hp Laser; Print/Scan/Copy, Print Speed - Up to 20 PPM;Print resolution: 600 x600 dpi, Duplex Printing- Automatic, Software Support- Windows/Linux, Connectivity- 10/100 Base T- Ethernet Port, Scan Resolution-600 x 1200 DPI, Scan File Format- PDF/JPG, Copy Resolution-600 x 600 DPI, Warranty-1 year | 04 Nos |

**Terms and Conditions.**

1. The participating firm can visit the site and discuss within 10 days of this notification.
2. The rate quoted should be inclusive of all packing, delivery and fitting at Civil Engineering Department, CET, BBSR.
3. The rate quoted must be firm and the offers made must remain till acceptance.
4. Delivery of materials and installation of the same in Civil Engineering department should be made within a period or two weeks from the date of communication of acceptance letter.
5. It will be the responsibility of the firm to provide necessary spares/ consumable which may be required during the installation at their own cost.
6. The firm should not be black listed during last three financial years.
7. The comprehensive warranty period must be specified.
8. A suitable penalty amount will be imposed if the items supply, fitted and commissioning are not fully completed within the stipulated time.

The intenders are required to submit the offer enclosing upto-date GSTIN, PAN along with authorized license with their quotations. The registered contractors should write **“Quotations for Civil Engineering Department”** in bold letters on covered envelops. The intenders should quote price including GST and any other taxes, mentioning the same separately.

The last date for submission of quotations is **13.12.2022**and it will be opened on next day at 03.00 PM. The quotations should be addressed to the **Principal, Odisha University of Technology & Research, (Formerly College of Engineering & Technology), Techno Campus, P.O. Mahalaxmivihar, Bhubaneswar- 751029** by **Speed post/ Registered post only**. **No hand delivery/ Courier** are accepted.

The quotations will not be received after scheduled date and time. The authority reserves the right to reject any or all quotations without assigning any reason thereof.

 - Sd/-

**Head of Department**

**Civil Engineering**