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Letter No. 779 /Phy/OUTR Dated: 25/11/2022

**QUOTATION CALL NOTICE**

Sealed quotations are invited from registered Original Equipment Manufacturer/ Suppliers/Agencies/Authorized dealers having GSTIN, PAN for supply of **Photocopier Machine (**Multifunctional Printer)at Department of Physics, Odisha University of Technology and Research (OUTR), (Formerly College of Engineering and Technology, Bhubaneswar), Techno Campus, Ghatikia, Mahalaxmivihar, Bhubaneswar- 751029, Odisha.

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| **Sl.No** | **Name of** Item **with Specifications** | **Quantity** | **Unit Price**  **without GST** | **Total Price without GST** | **GST% & Cost** | **Total Amount with GST** |
| 1 | **Photocopier Machine (**Multifunctional Printer) :  Technical Specifications:  Make: Richo/Modi/Hp or equivalent  Functions: Print/Scan/Copy, Print Technology : Laser  Print/Copy Speed : 20 PPM or Higher  Duplex: Standard Duplex Resolution : 600 x 600 dpi  Interface : USB 2.0 & Amp : Network port  Automatic Document Reader Feeder : Yes  Scan Speed : upto 15 originals (B/W) , 6 originals (colour)  Scan Type : Flat bed,Scan to e-mail  Scan Resolution : 600 x 600 dpi, Scan File Format : JPEG,PDF,TIFF  Copier reduce/enlarge : 50% to 200% Minimum paper output capacity &gt; 200 sheets, Memory : Minimum 256 MB, Standard Paper tray : A3 & A4 | 01 No. |  |  |  |  |

The intenders are required to submit the offer enclosing GSTIN, PAN in their quotations. The registered original equipment manufacturer/suppliers/Agencies/Authorized dealers should write quotations for **"Supply of Photocopier Machine (**Multifunctional Printer)**to the Department of Physics, OUTR”**in bold letters with Quotation Call Notice No. and Date on covered envelope. The intenders should quote as per the above format in their letter head.

The last date submission of quotations is **09.12.2022 up to 4.00 PM** addressing to the **Officer On Special Duty, Odisha University of Technology and Research, Bhubaneswar (Formerly College of Engineering and Technology, Bhubaneswar), Techno Campus, Ghatikia, Mahalaxmivihar, Bhubaneswar- 751029** by Speed post/Registered post only. Through Hand and Courier service delivery are not accepted. The authority will not responsible for any postal delay. The quotations will not be received after scheduled date and time. Suitable penalty amount will be imposed if the supply, installation, commissioning and testing is not fully completed within the stipulated date.

The authority reserves the right to reject any or all quotations without assigning any reason thereof.

**Terms and Conditions.**

1. The cost of the above-mentioned item should be quoted mentioning make, model number and detailed technical specifications.

2. The rate quoted should be inclusive of all packing, delivery and installation at Department of Physics, OUTR, Bhubaneswar.

3. Delivery of Printer and installation of the same at Department of Physics, OUTR, Bhubaneswar should be made within the stipulated period from the date of issue of the Purchase order.

4. It will be responsibility of intenders to provide necessary spares consumable which may be required during the installation at his own cost.

5. The intenders are required to submit the offer along with PAN card and GSTIN registration certificate.

6. The firm should not be black listed during last three financial years.

7. One percent penalty amount will be imposed per week if the supply, installation, commissioning and testing is not fully completed within the stipulated date.

Sd/-

**Head of the Department**