**Letter No. Date: 02/08/2023**

 **Quotation Call Notice**

Sealed quotations are invited from registered original Equipment Manufacturers/Suppliers/Agencies/Authorized dealers having GSTIN, PAN for “**01(One) Number of High Speed Multifunctional Digital Photocopier Machine (Multifunctional Machine)** for HOD’s Room at the Department of Mechanical Engineering**”**, **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH,** Ghatikia, Bhubaneswar-751029.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Name of Items with Specifications** | **Qty.** | **Unit Price without GST** | **GST%****& Cost** | **Unit Price with GST** | **Total Amount** |
| 1 | **High Speed Multifunctional Digital Photocopier Machine (Multifunctional Machine)****Technical Specification: -**TYPE OF MACHINE: DIGITAL COPIER, MULTIFUNCTIONAL MACHINE.CARTRIDGE TECHNOLOGY: SEPARATE DRUM &TONER(MONOCOMPONENT.PRINT TECHNOLOGY: LASER.PEN DIVE PROVISIONDUPLEX: YESTYPE OF PRINTING: MONORAM SIZE (MB): 512 MBNETWORKING FEATURE AVAILABILITY: YESSCANNING FEATURE AVAILABILITY: YESON SITE OEM WARRANTY: 1 YEARSORIGINAL DOCUMENT FEEDER: ARDFNUMBER OF MAIN PAPER TRAY: 1X 2XBYPASS FACILITY: YESMINIMUM SPEED PER MINUTE ASPER: 27 | **01 No.** |  |  |  |   |
| 2 | Buy-Back offer for existing Photocopy machine of Mechanical Engineering Department bearing Sl. No. L6917051243, Make: RICHO | **01 No.** |  |  |  |  |

The interested agencies are required to submit the offer enclosing GSTIN, PAN along with Authorized dealer certificate in their quotations. The registered original equipment manufacturer/suppliers/Agencies/Authorized dealers should write quotations for **“Supply of High Speed Multifunctional Digital Photocopier Machine (Multifunctional Machine) to the Department of Mechanical Engineering, OUTR”** in bold letters on covered envelops. The quotation call should quote as per the above format in their letterhead.

The last date submission of quotations is **31.08.2023 up to 4.00 PM** addressing to the **REGISTRAR, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH,** Ghatikia, 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 and commissioning 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. All the specifications shall confirm to the standards mentioned in the technical specification of your quotation

2. F.O.R. destination at our institute (OUTR, Ghatikia, Bhubaneswar – 751029).

3. Delivery – 15 days from the date of issue of purchase order.

4. Penalty @ 1% per week will be imposed if the supplier fails to supply the order within the prescribed period.

 **Sd/-**

**REGISTRAR I/C**

**CC: REGISTRAR, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**, for kind information and
 necessary action.

 **PA to VC**, **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**, for kind information and
 necessary action.