



इग्नू
जन-जन का
विश्वविद्यालय



IG/RC/36/F&E./2018/
Dated : 22-11-2018

To,

M/s-----

Sub: Requirement of PHOTO COPIER MACHINE for RC Nagpur.

Sir/Madam,

This is to inform you that IGNOU is a Central University and one of its Regional Centre is located at Nagpur. We require one good quality PHOTO COPIER MACHINE of Standard Company with following specifications for our office use.

SPECIFICATION

Size - A3 (Print, copy, scan, duplex) - Type - Mono (Black and White)

RAM - 512/256 MB - Paper Capacity - 250 sheets - By pass - 100 Sheets

Net Work - Yes (UFR-II) - USB Port - Yes - Toner Yield - 13,500 -

Drum Yield - 1,30,000 - Standard Company and Brand

Other Facilities offered if any:

Details about the Company, Brand and Warranty

Details and Rates for AMC.

Details of Accessories and its Rates

The Purchase of the Photocopier is under Buy Back Scheme. Therefore the amount for taking back the present Photocopier Machine under Buy Back Scheme has to be mentioned in your quote. The said photocopier machine is in working condition and can be seen at the RC during working days/working hours

You are requested to send your quote under sealed envelope with super scribe "Quote For Photocopier" on the envelop, to the Regional Centre on or before **10.30 AM on 17-12-2018..** The quote received will be opened and evaluated by the Committee at **4.00 PM on the same day i.e., 17-12-2018.** The quotes received after the stipulated time and date will not be considered. The company/agencies sent their quotes can attend the tender opening.

Thanking you,

Yours faithfully,


Regional Director

Encl: Format for Quote

क्षेत्रीय केन्द्र, नागपुर
REGIONAL CENTRE, NAGPUR
E : rcnagpur@ignou.ac.in
P : +91-712-2536999 | 2537999
F : +91-712-2538999

इंदिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
Indira Gandhi National Open University
'ज्ञान वाटिका' 14, हिन्दुस्थान कॉलनी, अमरावती रोड, नागपुर-440 033.
'Gyan Vatika', 14, Hindustan Colony, Amravati Road, Nagpur-440 033.
www.ignou.ac.in/www.ignounagpur.in

Quote for Supply of Photocopier

Date:

To

The Regional Director
IGNOU Regional Centre
Gyan Vatika, 14 Hindustan Colony
Amravati Road, Nagpur 400 033.

Sir,

As per your requirement of One Photocopier with the specification mentioned, We quote our rate below:

Cost of the Photocopier (Rs.)	
Applicable rate and amount of GST (Rs.)	
Total Amount (with GST) (Rs.)	
Less : Amount for taking back the present Photocopier Machine under Buy Back Scheme. (The said photocopier machine is in working condition and can be seen at the RC during working days/working hours) (Rs.)	
Final Cost (Rs.)	
SPECIFICATION Size - A3 (Print, copy, scan, duplex) - Type - Mono (Black and White) RAM - 512/256 MB - Paper Capacity - 250 sheets - By pass - 100 Sheets – Net Work - Yes (UFR-II) - USB Port – Yes - Toner Yield - 13,500 – Drum Yield - 1,30,000 - Standard Company and Brand <u>Other Facilities offered if any:</u>	
Details about the Company, Brand and Warranty	
Details and Rates for AMC.	
Details of Accessories and its Rates	

Note : If separate sheet is required same can be used.

Signature
Name of the Official
Seal of the Company
Contact Mobile Number & Email id