



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/RG/B.01.07/15/0027

Date: 19.01.2015

**Notice Inviting Quotation**

Sealed quotations are invited from reputed firms/authorized dealers for the Annual Maintenance Contract of Canon Xerox Machine for Dibrugarh University as per model / specification mentioned in Annexure – I. The quotations will be received by the undersigned on or before **28.01.2015 upto 11:00 A.M.** and will be opened on the same date at **11:30 A.M.** in the presence of the intending quotationers or their authorized agents.

**Terms and Conditions:**

1. No separate quotation paper will be issued from the office. Quotation should be submitted in the Supplier's Letter Pad with supporting documents. (like dealership Certificate, PAN No., VAT/Sales Tax Registration/Experience Certificate etc.)
2. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
3. 50 % payment shall be made on signing of the Agreement Copy and the remaining 50% payment shall be made only after the successful completion of the job in one year.
4. The quotation should be addressed to the “**Registrar, Dibrugarh University, Dibrugarh – 786004**” super scribing the Quotation Notice Number on the envelope.

Sd/-

**Registrar**

Dibrugarh University

Copy to:

1. The Deputy Registrar (F&A), D.U. for information.
2. The System Administrator, D.U. for information with a request to publish the same in the University Website.
3. Notice Boards
4. Office File

Sd/-

**Registrar**

Dibrugarh University

*Annexure - I*

<b>Sl. No.</b>	<b>Location</b>	<b>Model No.</b>	<b>A.M.C. with Parts</b>	<b>A.M.C. without Parts</b>
01	L.N.B. Library	(a) iR 2016 Mc KRJ 02876 (b) iR 2022n Mc MZZ 06109		
02	Department of Applied Geology	iR 2016 Mc KQY 07248		
03	Department of Commerce	(a) iR 2016 Mc MDA 04050 (b) iR 2018N Mc MWG 05478		
04	Department of Sociology	iR 2016 Mc MDA 05137		
05	Department of Assamese	iR 2018 Mc MWG 05521		
06	Department of Commerce	iR 2018N Mc MWG 05540		
07	Department of History	iR 2018N Mc MWG 05475		
08	Centre for Management Studies	(a) iR 2018N Mc MWG 05471 (b) iR 2018N MWG 05874		
09	Vice-Chancellor's Office	iR 2016J Mc CKP 05591		
10	Directorate of Distance Education	(a) iR 2018 Mc MWG 12499 (b) iR 2318L Mc EQV 01375 (c) iR 2318L Mc EQV 16606		
11	Administration Branch	iR 2022N Mc MZZ 05474		
12	Controller of Examination	(a) iR 2018N Mc MWG 12217 (b) iR 2320L Mc EQM 04911 (c) iR 2420L Mc HWJ 17774		
13	Registrar's Office	iR 2318L Mc EQV 01505		
14	Assistant Registrar (F&A)	iR 2318L Mc EQV 01001		
15	Department of Geography	iR 2318L Mc EQV 06375		
16	Department of English	iR 2318L Mc EQV 18624		
17	Deputy Registrar (Admin.)	iR 2318L Mc EQV 30569		
18	Establishment Branch	iR 2318L Mc EQV 18682		
19	Sr. Accounts Officer	iR 2520 Mc FRZ 84349		
20	Department of Economics	iR 2420L Mc HWJ 18842		

Sd/-  
**Registrar**  
Dibrugarh University