



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/RG/B.01.07/15/0358

Date: 19/05/2015

Notice Inviting Quotation

Sealed quotations are invited from reputed firms/authorized dealers for the supply of LaserJet Printer and Scanner for Dibrugarh University as per specifications mentioned below. The quotations will be received by the undersigned on or before **04/06/2015 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.

SL. No.	Particulars	Qty.
01	LaserJet Printer Preferred Model: HP 1020 Plus	01 Nos.
02	Scanner Preferred Model: HP ScanJet G4010	01 Nos.

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.
2. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
3. The quantity mentioned may be increased or decreased at the time of order as per actual requirement.
4. Payment will be made only after receipt of the materials in good condition.
5. The quotation should be addressed to the "**Registrar, Dibrugarh University, Dibrugarh – 786004**" super scribing the Quotation Notice Number on the envelope.
6. Tendering firm should clearly indicate Installation Charge, VAT/Taxes etc. (if any) in their quotation.

Sd/-

Registrar

Dibrugarh University

Copy to:

1. The Deputy Registrar (F&A) D.U. for information.
2. Dibrugarh University Website.
3. Notice Boards.
4. Office File.

Sd/-

Registrar

Dibrugarh University