



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

No. DU/RG/B.01.07/16/2054

Date: 26/12/2016

Short Notice Inviting Limited Quotation

Sealed quotations are invited from reputed firms/authorized dealers for the supply and installation of Digital Photocopier Machine for Dibrugarh University as per specification mentioned below. The quotations will be received by the undersigned on or before **03/01/2017 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	Preferred Brand/Model	Qty.
02	Digital Photocopier Machine with Network Printer (Print/Copy/Scan)	Canon (iR 2002N)	02 Nos.
03	2 KVA Voltage Stabilizer	--	02 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 above may be increased or decreased at the time of order as per actual requirement.
4. Payment will be made only after successful 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. Any kind of VAT/ Taxes (if any) must be clearly indicated in the quotation.
7. The tendering firm must have proper PAN/TIN No. and the same shall have to be enclosed with the quotations.
8. ***The tendering firm must have permanent establishment in Dibrugarh.***

**Sd/-
Registrar**
Dibrugarh University

Copy to:

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

**Sd/-
Registrar**
Dibrugarh University