

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

No. DU/NIQ-2019/21

Date: 12.09.2019

**Notice Inviting Quotation**

Sealed quotations are invited from reputed firms/suppliers/ vendors for the supply of Office Equipments for Sports Office, Dibrugarh University as per particulars mentioned below. The quotations will be received by the undersigned on or before **23/09/2019 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.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty.</b>
<b>01</b>	<b>Photocopier Machine:</b> B/W Print/Copy/Scan Photocopier, Reading resolution: 600 dpi × 600 dpi, Writing resolution: 600 dpi × 600 dpi, Memory size: 512 MB (standard), Input paper capacity: Plain paper/Recycle paper: 250 sheets Thick paper: 20 sheets Envelopes: 10 sheets OHP: 10 sheets with reverse automatic document feeding along with Trolley and 2 KVA Voltage Stabilizer.	01 Nos.
<b>02</b>	<b>Display Amirah:</b> Steel Front Side Glass Size: 78x36x19 inch (DxHxB), No. of Doors: 02, No of Shelves: 02	01 Nos.
<b>03</b>	<b>Portable Hard Disk:</b> Capacity: 1TB-5TB, Drive: HDD, Connector: USB	01 Nos.
<b>04</b>	<b>Laptop:</b> Intel Core i7 8 <sup>th</sup> Gen. Processor, Windows 10 Home O.S., 14" FHD Display, IPS Touch Screen, Integrated Graphics, Memory: 16GB DDR4 Storage: 512GB PCIe SSD	01 Nos.
<b>05</b>	<b>Projector:</b> Display Type: LCD, Light Output: 3200 Lumens, HDMI Inputs, Speakers Audio: Mono, Life of Lamp: Full usage: 3000 Hours – Standard usage: 5000 Hours	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 quotation should be addressed to the "**Registrar, Dibrugarh University, Dibrugarh – 786004**" super scribing the Quotation Notice Number on the envelope.
4. In the event of any kind of holiday, the quotations shall be opened on the next working day.
5. **Any kind of Taxes/GST (if any) or any kind of installation or other charges must be clearly indicated in the quotation.**
6. The tendering firm must have proper PAN/GST No. and the same shall have to be enclosed with the quotations.
7. The quantity mentioned above may be increased or decreased at the time of placing order as per requirement.
8. The tendering firm must have a permanent establishment at Dibrugarh.

**Sd/-**  
**Registrar**  
Dibrugarh University

Copy to:

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

**Sd/-**  
**Registrar**  
Dibrugarh University