



Ref. No. MRSPTU/Purchase/18-19/...

Dt. 31.01.2019.

(Regd.)

To

As per list attached.

Sub: - Quotations for Purchase of Photocopier with Scanner.

Dear Sir,

01. You are requested to quote the rates for the items shown in the Appendix 'A' separately attached to this letter.

02. Following shall be taken note of while quoting the rates:-

- The rates will be F.O.R. MRSPTU, Bathinda.
- University is registered with the Department of Scientific and Industrial Research (DSIR) vide Registration no. TU/V/RG-CDE(1252)/2017 Dated. 25th January 2017 and therefore, eligible for GST on concessional rate as per above mentioned notification. Rate of GST (if extra) must be quoted accordingly.
- Quotation received later than due date are liable to be ignored/rejected.
- Quotation must be submitted on letter head of the firm with all particular, any other format will not be acceptable.
- The quality of the items to be quoted should be best available in the market.
- The envelope must bear the word:-

"QUOTATION FOR Purchase of Photocopier with Scanner.

Enquiry No. As above dated _____

Due on 18-02-2019

IMPORTANT: -In the absence of information as required under 2(f) above, if an envelope is received & opened inadvertently, the university will not be responsible and the quotation may not be considered even if quoting lowest rates.

03. The quotations duly completed should be in the name of Registrar and should reach the office of the Registrar, Maharaja Ranjit Singh Punjab Technical University, Bathinda by 18-02-2019 up to 03:30 PM and same shall be opened at 04:00 PM on same date. Your representative may be present during the opening of the quotations.

Bar
Finance Officer,
MRSPTU, Bathinda.

Copy to:-

- ✓ 1. Incharge, Computer Centre, to upload a copy on university & college websites.
2. Head, Pharmacy Deptt., MRSPTU, Bathinda.
3. Director, Training & Placement, MRSPTU, Bathinda
4. Asstt. Registrar (Accounts), MRSPTU, Bathinda.
- ✓ 5. Master File.

P.T.O.

TERMS & CONDITIONS

1. **VICE CHANCELLOR RIGHTS:**

Vice Chancellor, MRSPTU, Bathinda reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with him. MRSPTU also not bind itself to accept the lowest price. In case of any dispute, the decision of Vice Chancellor, MRSPTU, Bathinda will be final & binding.

2. **VALIDITY OF QUOTATIONS:-**

Quotations will be considered valid for 03 months from the date of quotation.

3. **CORRESPONDANCE:**

No correspondence regarding acceptance/rejection of a quotation will be entertained.

4. **SAMPLE/BRAND/MAKE/WEIGHT:-**

Sample where asked for, will invariably be made available and sent along with the quotations. However, Brand/Make/Weight etc. must be mentioned clearly in the quotations. Technical literature/pamphlet should also be enclosed.

5. **REJECTION:-**

Quotation not conforming to the set procedure as above will be rejected.

6. **DISCOUNT/REBATES:-**

A Special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated.

7. **DELIVERY PERIOD:-**

Minimum Period for delivery/job completion should be mentioned clearly.

8. **GUARANTEE/WARRANTY:-**

Guarantee/Warranty should be mentioned clearly.

MRSPTU shall not be held responsible for any postal delay in sending or late receipt of quotation. Quotation should be free from corrections & erasures.




MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
BADAL ROAD, BATHINDA-151001, PUNJAB (INDIA)
(re-established by Punjab Govt. vide Punjab Act No. 5 of 2015 & under section 2(f) of the 1987 Act as amended)

Ref. No. MRSPTU/Purchase/18-19/.....

Dt.....

APPENDIX- A

Specifications for Photocopier with Scanner			
Sr. No.	Description of item	Qty.	Rate to be quoted
01.	Photocopier with Scanner: 20 PPM/CPM Copy/Print/Colour Scan Simplex 600 DPI A3 MFP 250 Sheets Tray +100 Sheets Bypass Upgradable to: Network Printing Reversing Single Pass Feeder (RSPF) Postscript Additional Tray (500 Sheets x 1 Tray)	03 Nos.	


Finance Officer,
MRSPTU, Bathinda