



**Memo No: AC/181/18-19**

**Date: 16/08/2018**

**TENDER NOTICE**

Sealed quotations are invited from reputed vendors to quote their lowest possible rate for the supply and delivery of the under-mentioned items to the School of Sciences at Netaji Subhas Open University, **(1 for Head Office, 1 for Kalyani campus and 1 for Durgapur campus)**, subject to the following terms and conditions.

Last date for submission: 24/08/2018 upto 4 p.m.
Place of Submission: Finance Department, 4 <sup>th</sup> Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064
Contact No: 7003009205, 9433151129, 9051162059
Copies of Documents to be submitted: GST No., PAN, TAN, Trade Licence, P. Tax
Total of Amount of the sum would only be taken into consideration to have <b>LOWEST QUOTATION</b>

**Format for Submission of Quotation**

SI No.	Product & Code	Specification	Qty	Rate (Rs.)	GST (Rs.)	Rate including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F	G=E+F	H=E x G
1	<b>Photo Copier Machine ( B&amp;x)</b>	Digital B&W Multifunctional A3 Size Photocopier Machine a) Copy / Print Speed :20/20 Pages Per Minute, b) Paper Size (Original / Images):A3/A3, c) Memory (RAM)256MB, d) Multiple Copying ,Up to 99 copies, e) Resolution: Up to 600 dpi., f)Zoom:50% to 200%, g) Recommended Paper Size: For Standard Papet Tray: A3 to A5, For Bypass Paper Trav: A3 to A6,h) paper Input Capacity (Srandard): For Standard Paper Tray. 250 Sheets. For Bypass Paper Tray: 100 Sheets. i) Duplex with ARDF/RADF Facilities: Yes, j) Network Printrng & Scanning Facilities: Yes, k) Scan to Folder Facilities: Yes, l)Life of the lvlachine/Machine Yield:5,00,000 Coptes ,m) Warranty Period:2 (fwo) Years. <b>*Condition*</b> *Less: Amount of Buy-back value for two old Canon Photocopier Machine, Model: R2016J & 2420L is also to be quoted and this amount would be adijusted accordingly.	3				
<b>Total (Rs.)</b>							

**Finance Officer**

**Netaji Subhas Open University DD-26, Sector -1, Salt Lake, Kolkata-700064**