



Memo No: AC/152/21-22

Date: 24-11-2021

### TENDER NOTICE

Sealed quotations are invited from reputed Supplier/Vendor to quote their possible rate for the supply, installation and delivery of Photocopier Machine at School of Education, Netaji Subhas Open University, CF-162, Sector-I, Salt Lake, kolkata- 700064, West Bengal subject to the following terms and conditions.

Last date for submission: 04/12/2021 up to 4 PM.
Place of Submission: Finance Department, 4 <sup>th</sup> Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata -700064
Contact No: 9874136688, 9051162059
The supplier must have the credential of supplying similar type of item to the Educational Institute/Govt. Office. Attachment of credential is necessary.
Copies of Documents to be submitted: GST No., PAN, TAN, Trade Licence, P. Tax, the credential for supply of similar type of items to the Educational Institute/Government Office and details of product i.e Brand, Model, Specification, warranty period, Service Centre etc.
Quantity of items to be supplied may vary at the time of order. University has the right to cancel the tender notice at any time without assigning any reason.
<b>Specification of Photocopier Machine</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 Paper Tray: A3 to A5, For Bypass Paper Tray: A3 to A6,h) paper Input Capacity (Standard): For Standard Paper Tray. 250 Sheets. For Bypass Paper Tray: 100 Sheets. i) Duplex with ARDF/RADF Facilities: Yes, j) Network Printing & Scanning Facilities: Yes, k) Scan to Folder Facilities: Yes, l)Life of the Machine/Machine Yield:5,00,000 Copies ,m) Warranty Period:2 (two) Years. *Condition* Amount of Buy-back value for one old Konica Minolta Machine, Model: BIZHUB 215 is also to be quoted and this amount would be adjusted accordingly.

Finance Officer

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



**Format for Submission of Quotation**

Item	Brand	Model	Rate per Unit (Rs.)	GST per unit (Rs.)	Total (Rs.)
A	B	C	D	E	F=D+E
Photocopier Machine					
Less: Buy Back Value of Konica Minolta Machine	Konica Minolta	BIZHUB 215			
<b>Total</b>					
Rupees .....					

Signature with Seal & Date:

Name of Signatory:

Name of Organization:

Mailing Address:

Mobile No of Contact Person:

Email Address of the Organization: