



**THE UNIVERSITY OF BURDWAN**  
**FINANCE DEPARTMENT**  
Rajbati, Burdwan – 713104

**Notice Inviting Tender for supply of Photocopier**

**Tender No:-** F/CPC/3(19-20)/14

Date- 31.05.19

Sealed quotations are hereby invited from the competent bonafide resourceful vendors for supplying of the following item as mentioned below for various Departments of B.U.(to be delivered at Central Store of The University Of Burdwan ) to be submitted at the Central Purchase Unit, Finance Department , The University of Burdwan , Rajbati.

**Specification:**

Ricoh Digital Photocopier cum duplex printer and colour scanner

Print/copy speed -20ppm, paper size: A6-A3, memory: 256 MB, zoom:50%-200%,

Print/copy/scan resolution: 600dpi.

Printer language: GDI, paper capacity: 350sheet, paper weight:52-216g/m<sup>2</sup> ,

Interface: Standard: USB2.0 with inbuilt duplex.

**Terms and Condition:-**

- Rates quoted should be valid for acceptance for at least 6 months from the date of submission to the office of the university.
- The University reserves the right to select the brand at its own discretion.
- The University is not bound to accept the lowest rate and reserve the right to accept or reject any or all the quotation without assigning any reason whatsoever.
- The University will not accept any substandard articles under any circumstances certificates of the concerned departmental head on the challan and bill as to supply as per specification has to be obtained.
- The supplier shall be liable to such penalties as the university may decide in case of failure on the part of supplier to complete the supply of all the items within such period as maybe specified in the supply order.
- The supplier shall submit GST bills in printed form, in triplicate duly completed in all respects.
- A vendor may submit quotation for a single item or for more than one item. GST registration must be submitted along with the quotation.
- All taxes and other charges must be mentioned clearly.
- The vendors must submit up to date documents relating to (a) GST (b) Trade License (c) P.Tax (d) Income Tax.
- The University reserves the right to increase/decrease the quantity to be purchased.
- Quotation name/number/date should be mentioned on top of the envelope.
- The quotations must be submitted to: Finance Officer, Finance Department, Burdwan University, Rajbati , Burdwan.
- The last date of submission of the quotation is 13.06.19.at 12 noon.

Accounts Officer  
The University of Burdwan