



THAPAR INSTITUTE
OF ENGINEERING & TECHNOLOGY
(Deemed to be University)

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Enquiry No. TIET/CS/MB/19-20/19572

Date : JANUARY 20, 2020

Sub: Request for Quotation(s) for the Supply of PHOTOCOPIER.

Dear Sir

We shall be grateful if you kindly let us have your lowest **quotations** for the following materials. THE QUOTATIONS SHOULD REACH THE UNDERSIGNED **LATEST BY 27-01-2020** through courier or e-mail accompanied by appropriate illustrative literature/catalogues/pamphlets/technical details, samples and specifications as the case may be. **On the quotation envelope/ subject the Enquiry Number & Date should be mentioned on the top of the Envelope/mail subject.**

Sr. No.	Item Name	Qty.
1.	Photocopier Heavy Duty with Double Scanner along with Trolley Printer/Copier/ Scanner A3 Size on network Paper Size: Upto A3(Atleast 2 Paper Trays) Duplex-Back to Back Printer/Copier. Automatic Document Feeder. Scan to USB. Atleast 1 USB Port Engine Speed : 50ppm max. Resolution : 1200DPI File Formats : TIFF/ PDF/ JPEG	1 No.
2.	AMC Cost after defect liability period	
3.	Buy Back Price for Richo Machine printed 16.00Lakh Copies 2013 Model	

The offer sent by you must furnish the following details:

- Name, Make & specifications of each item.
- Price Breakup itemwise with MRP. (Treat it mandatory)**
- Educational discount if any.
- Validity of quotation should be at least 60 Days.
- GST %
- Delivery FOR Central Stores TIET. Patiala
- Insurance, Freight & other charges if any.
- Minimum Delivery Period.
- Payment terms. 30 - 45 days against delivery & satisfactory installation at Thapar Institute, Patiala
- Guarantee / Warranty Information.
- Also please share your Companies Turnover and Market Share along with the offer.

Regards,

Head Commercial