



No. IGU/P&S/2026/ 776-778

Dated: 29/9/26

DETAILED NOTICE INVITING QUOTATIONS

Name of Work : Inviting of sealed quotations for supply of one Photocopier Machine for Engg. Cell, IGU, Meerpur, Rewari.
Due Date & Time : 08.10.2026 up to 5:00 PM
Postal Address : In-charge (P&S), Purchase & Store Branch, 1st Floor, Sardar Patel Block, Indira Gandhi University, Meerpur, Rewari (Haryana)

Sealed quotations are hereby invited from authorized dealers for supply of one Photocopier machine for Engg. Cell of Indira Gandhi University, Meerpur, Rewari. The quotations, duly sealed and superscribed on the envelope as “**Quotation for supply of one Photocopier machine for Engg. Cell**”, should reach the office of the undersigned either by Registered Post or by hand on or before the prescribed due date and time. The date of opening of quotations will be notified separately. The authorised dealers/suppliers, who wish to remain present at the time of opening of quotations, may do so.

The details of the Photocopier machine against which the rates are to be quoted, are as under:

Description of Photocopier Machine		Qty.	Rate per Unit (Including GST) to be quoted by the Supplier/Vendor (In Rs.)
Model	Brand		
IR 4545 Cannon Image Runner Advance 4545i Multifunction Copier	Cannon	01	

Terms & Conditions:

1. Quotation should be in favour of Registrar, Indira Gandhi University, Meerpur, Rewari.
2. The quotations should be sent to the In-charge (P&S), IGU, Meerpur, Rewari by registered post or by hand in a sealed envelope marked “**Quotation for supply of one Photocopier machine for Engg. Cell**”, within 10 days from the date of issue of NIQ.
3. The firm/vendor should possess a valid dealership/authorization certificate for the photocopier machine.
4. The authorized dealer/vendor should have a valid GST registration, and the GST no. should be clearly mentioned in the quotation.
5. The rates quoted should be FOR destination i.e. concerned Branch/Dept. of IGU, Meerpur, Rewari and nothing extra on account of freight will be paid.

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6. The bidder should be required to clearly mention all the applicable taxes in the quotation. Nothing extra after submission of the quotation will be considered.
7. The University reserves the right to accept or reject any or all quotations without assigning any reason.
8. The supply shall be done within the time limit of 15 days from the date of supply order.
9. Charges not mentioned in the quotation shall not be paid.
10. Payment shall be released only after satisfactory inspection of the product supplied by the vendor/dealer, by the inspection committee.
11. It is mandatory to mention the Mobile Number and E-Mail ID of the authorised dealer on the quotation.
12. The dispute, if any, shall be subject to the jurisdiction of the Rewari Court. Any other jurisdiction mentioned in the quotation or invoice shall be invalid and shall have no legal sanctity.


Supdt. (P&S)

Endst. No. IGU/P&S/2026/ 776-778

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Copy to:

1. A.R. O/o Vice-Chancellor (for kind information of the Hon'ble Vice-Chancellor), I.G. University, Meerpur, Rewari.
2. PA to Registrar (for kind information of the Worthy Registrar), I.G. University, Meerpur, Rewari.
3. Director, UCC, I.G. University, Meerpur with the request to upload the same on University Website with immediate effect.


Supdt. (P&S)