



No. IGU/P&S/2026/ 823- 825

Dated: 14/10/2026

DETAILED NOTICE INVITING QUOTATIONS

Name of Work : Repair of Photocopier Machine (Cannon 4545 series) at Engg. Cell, IGU, Meerpur, Rewari.
Due Date & Time : 23.10.2026 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/supplier/vendors for repair of Photocopier Machine (Cannon 4545 series) at Engg. Cell, IGU, Meerpur, Rewari. The quotations, duly sealed and superscribed on the envelope as “Quotation for repair of Photocopier Machine (Cannon 4545 series) at Engg. Cell, IGU, Meerpur, Rewari”, should reach the office of the undersigned either by Registered Post or by hand on or before the prescribed due date and time.

The details of the possible repair work for which the rates is to be quoted, are as under:

Sr. No.	Photocopier (Cannon 4545 Series)	Qty.	Rate (Including GST) to be quoted by the Supplier/Vendor (In Rs.)
01	NPG 73 Toner Cartridge	01 No.	
02	Drum Change	01 No.	
03	Wiper Blade Change	01 No.	
04	PCR Rode Change	01 No.	
05	Repair and Service Charges	01 No.	

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 repair of Photocopier Machine (Cannon 4545 series) at Engg. Cell, IGU, Meerpur, Rewari”, within 10 days from the date of issue of NIQ.
3. The authorized dealer/vendor should have a valid GST registration, and the GST no. should be clearly mentioned in the quotation.
4. 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.
5. 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.

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6. The University reserves the right to accept or reject any or all quotations without assigning any reason.
7. The work shall be completed within the time limit of 10 days from the date of work order.
8. Charges not mentioned in the quotation shall not be paid.
9. Payment shall be released only after satisfactory inspection of the work carried out by the vendor/dealer and certification thereof by the Inspection Committee.
10. It is mandatory to mention the Mobile Number and E-Mail ID of the authorised dealer/vendor/supplier on the quotation.
11. 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/ 823-825

Dated: 14/10/2026

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)

13/10/26