



No. IGU/Accts/2020/_____

Dated: _____

To

M/s. _____

Due Date & Time: 10.11.2020 by 05:00 P.M.

Sub: Inviting of Sealed Quotations for supply of Printer cum Photocopier machine.

Dear Sir/Madam,

The sealed quotations under registered post are invited from authorized dealers/suppliers/firms/agencies for the supply of Printer-cum-Photocopier machine of the following specifications. The quotations under sealed cover should reach in the office of the **Finance Officer, Indira Gandhi University, Meerpur** latest by **10.11.2020 up to 5:00 p.m.** duly superscripted on the envelope, "**Quotations for Printer cum Photocopier machine**". If the last day declared as holiday, the next working day will be considered as the last day for receiving of quotations. In case quotations received after due date will be liable to be rejected.

Brand Name	Model No.	Quantity
Xerox	VersaLink B615	01 No.

The firm should also submit authorized seller certificate of Xerox Company along with rate and should clearly specify warranty period and free services, if any.


Finance Officer

Endst. No. IGU/ Accts/2020/ 833-35

Dated: 21/10/2020

A copy of the above is forwarded to the following for information and necessary action:

1. PA to VC (for kind information of the Hon'ble Vice-Chancellor), IGU, Meerpur.
2. PA to Registrar (for kind information of the Registrar), IGU, Meerpur.
3. Incharge, University Website, IGU, Meerpur with the request to upload the same on the University Website, please.


Finance Officer