



# YASHWANTRAO CHAVAN MAHARASHTRA OPEN UNIVERSITY

Dnyangangotry, Near Gangapur Dam, Nashik 422 222 (Maharashtra, India)  
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Visit us on Internet <http://www.ymou.digitaluniversity.ac.> & [ymou.ac.in](http://ymou.ac.in)

To,

Enquiry No.: 983  
Date : 25.07.2025

## Subject : Quotation for ' Photocopier Machine (Printer)'

Dear Sir,

- 01) We need the item listed in the table below from Dealer. **Rates are quoted on your letterhead.**
- 02) Please let us have your most competitive offer clearly stating your normal terms and conditions, Delivery Time, Payment Terms, GST.
- 03) Please send your sealed quotation to the “ **Dy. Registrar, Finance (Purchase Section), Yashwantrao Chavan Maharashtra Open University, Dnyangangotry, Near Gangapur Dam, Nashik 422 222** ”.
- 04) The final Date for receiving quotation is **03.08.2025 at 5.00 pm.**
- 05) The quotation should be valid for 60 days from the date of enquiry.
- 06) Please write on sealed envelope in bold letter '**Enquiry No. 983, dtd. 25.07.2025 and quotation for ' Photocopier Machine (Printer)'**
- 07) The supplier should necessarily follow the above instructions otherwise quotation will not be considered for further process.
- 08) Your GST registration number must be shown in your invoice.

**Rates Should be quoted as per our Proforma as follows:**

Sr. No	Name and Specification of the Item	Unit	Qty.	Rate Per Unit	GST %	Total Amount with GST
1	<b>Photocopier Machine (Printer)</b> <b>Make: Any Standard</b> <b>Technical Specification :</b> * Upto A3 size Network Printing / Copping * 24 ppm speed * Paper Tray :1X250 * 100 sheet by pass * User ID/password facility * Color scanning * Memory Ram 1GB * Mobile printing & WiFi facility * Secure Print * Send to email/SMS Folders * Duplex unit for back to back print * Automatic Duplex Document Feeder (DADF)	Nos.	01			
	<b>Total Amount (Rs.)</b>					

Yours sincerely

*Mande*  
25/7/2025  
Dy. Registrar  
Finance