



**Yashwantrao Chavan Maharashtra Open University, Nashik**  
(Established by Government of Maharashtra in 1989)  
Dayangangotri, Near Gangapur Dam, Govardhan, Nashik 422222  
Phone: 0253-2230716, Email: [coe@ycmou.digitatuniversits.as](mailto:coe@ycmou.digitatuniversits.as)

Ref No : Exam/2023/1201

Date : 15/03/2023

To,

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**Subject :** Calling Quotations for purchase of Canon and/or any other make Printers/Copier

Sir.

With reference to the subject cited as above, it is to inform that the University requires printers/Copiers of following configuration, to be installed in Examinations Division of the university. You are requested to give your quote for supply of printer/Copier of following configuration and Canon or any other make printing/Copiers machine having similar configuration.

Required printer configuration

- |   |   |
|---|---|
| A) 45ppm speed, Network printing, Color Scanning.           | H) Network Color Scanning and printing            |
| B) Paper Size A3, A4, A5, Legal etc.                        | I) 550+550 Paper Cassette + 100 Sheet Bypass tray |
| C) Dual Processor. Scanning and printing at a time.         | J) Duplex Printing / Copying                      |
| D) 3GB Memory, 250GB HDD3 <sup>rd</sup> Generation Machine. | K) 999 User ID Password Facility.                 |
| E) Scan to mail, folder 9" color touch screen display.      | L) Direct USB Memory Printing.                    |
| F) Max size A3, Speed 45ppm, Booklet Printing               | M) Pedestal trolley.                              |
| G) Duplex Automatic Document Feeder.                        |   |

Your have to quote your rates considering all below mentioned terms & submit acceptance of terms on your letter head. The supplier shall submit his quotation on his letter head, giving above machine description, and giving acceptance of terms.

**Terms & Conditions - General**

- i) Rates provided shall be inclusive of all taxes, cess, royalty etc only GST at actual
- ii) Your quoted rate shall be valid for 60 days from the date of quotation
- iii) Your quotation shall reach this office on or before 25-03-2023 Quotations received after the due date shall not be considered



Handwritten signature or mark in blue ink.

## Terms & Conditions - Technical

- 1) Vendor should be a authorized dealer for Canon India and / or any other make copier and shall have capability to deliver the Machines and services in Nashik campus. Proof shall be submitted in the form of certificate from the manufacturing company.
- 2) the printer / Copier to be supplied shall be given with 3 years on site warranty - except consumables.
- 3) In case of break down the Vendor shall be capable of servicing and delivering the spares and consumable within time and wherever required, it should be given in stock.
- 4) Vendor shall submit valid PAN, GSTN and shop act Certificate.
- 5) Service response shall be within 3-4 hours of call registration.
- 6) Rates shall be inclusive of all types, on site delivery & installation with 3 year on site warranty .
- 7) Quarterly one preventive maintenance without calling must be done.
- 8) All breakdown calls shall be responded within 4 Hours of registering the call.
- 9) Bills shall be submitted in triplicate to the Examinations Division and shall be paid after satisfactory Installation & operation report of Exam Division

The sealed Quotations shall be addressed to & submitted by post / courier to following address.

To,  
**The controller of Examinations**  
**Yashwantrao Chavan Maharashtra Open University**  
**Near Gangapur Dam, Govardhan, Nashik - 422 222**

The University reserves the right to accept or reject all Quotations without assigning any reason and amend any or all conditions pertaining to the supply. All disputes shall pertain to Nashik civil jurisdiction.



Yours,

  
**Controller of Examinations**