



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
Regional Centre, Rajadhani Complex, Killippalam, Karamana PO
Thiruvananthapuram – 695 002

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Ref. No. IG/RCTVM/Comp.Maint/18

Dated : September 28, 2018


Sub : Quotation for multifunctional printers

IGNOU invites quotation, in sealed envelope, from qualified and reputed suppliers, having full fledged service facilities in Trivandrum, for supplying multifunctional printers with the following specifications :

1. Duplex Print
2. Photocopy
3. Scan
4. Network Capability
5. Black & White print

Interested and experienced suppliers/service providers may submit their quotation by completing and signing the enclosed form "Annexure I –Commercial Offer".

Earnest Money Deposit	:	Rs. 2000/- By way of DD drawn in favour of IGNOU payable at Trivandrum
Last date and time for submission of quotation	:	17 th October, 2018, 03.00 PM
Date and time of opening	:	17 th October, 2018, 03.30 PM


B Sukumar
Regional Director





INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(Quotation for multifunctional printers)

ANNEXURE-1

Details of Earnest Money Deposit Rs. 2000/-		DD No. :	Dated
(Please attach the DD with this form)		Bank:	
1	Name of the firm		
2	Address		
7	Telephone No.		
8	Email Id.		

Sl. No.	Items	Make	Model (Model Description)	Unit Cost (In Rs.)	GST (@ rate of	Total Cost of one Unit	Quantity	Grand Total (In Rs.) (FXG)	Remarks
*	A	B	C	D	E	F	G	H	
1	Multifunction Printers	Brother	*Model No. 1 (.....)				5		
2	Multifunction Printers	Brother	*Model No. 2 (.....)				5		
3	Multifunction Printers	Brother	*Model No. 3 (.....)				5		
4	Multifunction Printers	HP	*Model No. 1 (.....)				5		
5	Multifunction Printers	HP	*Model No. 2 (.....)				5		
6	Multifunction Printers	HP	*Model No. 3 (.....)				5		

*Please enclose Broacher for verifying specifications.

Dated:

(Signature)

Name :

Address :

(Office Seal)