



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/19

Dated : October 21, 2019

Sub : Quotation for multifunctional printers

IGNOU invites quotation, in sealed envelope, from qualified and reputed suppliers, having full fledged service facilities in Trivandrum, Pathanamthitta, Kollam, Kanyakumari, Tirunelveli and Tuticorin district 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	:	6 th November, 2019, 03.00 PM
Date and time of opening	:	6 th November, 2019, 03.30 PM


B Sukumar
Regional Director





INDIRA GANDHI NATIONAL OPEN UNIVERSITY
(Quotation for multifunctional printers)

ANNEXURE-1

Details of Earnest Money Deposit		DD No. :	Dated
Rs. 2000/- (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)