

# Gautam Buddha University

(Established by the Uttar Pradesh Gautam Buddha University Act, 2002  
UP Act No. 9 of 2002, Passed by the Uttar Pradesh Legislature)

Greater Noida, G.B. Nagar (U.P.)

F.No\_GBU-002/Admn/4.126/2024

Dated 13-09-2024

## Notice Inviting Quotation

### For supply and installation of spare parts for Photocopier Machine in G.B.U.

Dear Sir/Madam,

The GBU is interested in the Job of the article(s) as per attached **Annexure - A**. Please send your quotation on firm's letter head only and in a sealed envelope indicating (I) Name of the article (II) reference number of this letter (III) date of opening of Quotation on the top of the envelope. Your quotation should reach to The Registrar Office, Administrative Building Gautam Buddha University, Greater Noida- 201312 (U.P) on or before 19-09-2024 up to 03.30 p.m., same to be opened on 19-09-2024 at 04.00 p.m. in the Finance Officer Room/Stores & Purchase Department, Administrative Building. The quotations will be opened in the presence of the representatives of the quoting firms, if present any.

### General Terms & Conditions for the above mentioned job :

Please superscribe "Quotation for supply and installation of spare parts for Photocopier Machine in G.B.U. & last date of submission 19-09-2024 up to 3.30 p.m. on the top of the sealed envelope.

1. Attach photocopy of GST Certificate.
2. Attach photocopy of GST Certificate or mentioned the GST number on letter head.
3. Please quote rates keeping in view of the work requirement.
4. The price quoted should be inclusive of all taxes, charges etc. and FOR at GBU site.
5. No Advance payment shall be made in any case.
6. The payment shall be made only on the receipt of necessary bills and on basis of verification by the concerned person/department.
7. The quoted rates should be valid for three months from the last date of quotation submitted. No price hike will be applicable.
8. Late/Delayed/Opened quotations are liable to be rejected.
9. Quotations are liable to be rejected if any of these instructions are not complied with.
10. If holiday appear on last date of quote submission, next working day will be covered as last date of quote submission.
11. For any query please feel free to contact Store and Purchase Department on telephone no. 0120-234238.

  
Deputy Registrar

(On Firm Letter Head)

Annexure - A

TTGIT/23

To,

The Registrar  
Gautam Buddha University  
Greater Noida - 201 312

**Subject : Quotation for supply and installation of spare parts for Photocopier Machine in G.B.U.**

Last date of submission: 19-09-2024 till 3:30 P.M

**Reference : GBU-002/Admn/4.126/2024, dated: 13-09-2024**

Sir,

Please find below our best competitive rates for the said work :

Sr. No.	Part Name	Photocopier Machine	Qty	Rate (in Rs)	Rate Per Copy (Rs)
1.	Drum Unit DR314	Konica Minolta Dizhub458e.	01		
2.	Developer Unit DV619K		01		
3.	Image Transfer Belt Unit 1 TB		01		
Total					
GST @..... %					
Grand Total Rs					
Amt in words .....					

Payment Term: Monthly.

**ACCEPTANCE** : I/We accept the terms and conditions and shall comply with them strictly.

(SIGNATURE OF THE BIDDER)

NAME : .....

Tel./Mobile No. : .....

