

OFFICE OF THE PRINCIPAL, M.P.C. AUTONOMOUS COLLEGE, TAKHATPUR, BARIPADA

NOTICE NO: A-2(1-A): 3720 // DATE : 28/12/18

**QUOTATION CALL NOTICE FOR PROCUREMENT OF XEROX MACHINE & STEEL ALMIRAH**

Sealed Price Quotations are invited from Registered Firms/Authorized Dealers / Manufacturer /Distributors of reputed company for procurement of Xerox Machine for the office of this college. The item along with detailed Specifications, Terms & Conditions are mentioned below.

Quotations are also invited from the EPM Rate Holder Firms for procurement of Steel Almira for use in the Office and different departments of this college.

The intending Firms can submit their quotations through Registered Post / Courier Service so as to reach the Office of the undersigned on or before **4.00 PM** on **05-01-2019** (Saturday) positively. **The sealed Envelope of the quotations should be super-scribed "QUOTATION FOR XEROX MACHINE / STEEL ALMIRAH"**.

**LAST DATE FOR SUBMISSION OF QUOTATIONS: 05-01-2019 (by 04:00 P.M.)**

**Specifications for Xerox Machine :**

CANON iR 2004N (20 cpm A4)  
A.3 Digital copier with Network printer Network Colour  
Scanner Duplex, with wireless Connectivity.

**Specifications for Steel Almira :**

Steel Almira (Official) size (6'.6" x 3'.0" x 19") out of 22 GCR sheet with one locker and two coat enamel paints.

**Terms and Conditions and documents to be submitted with the quotations:**

- Authorized Dealership Certificate
- Valid EPM Rate Holder Certificate
- GST Certificate
- Rate quoted should be inclusive of all taxes and delivery charges if any (To be mentioned separately).
- Quotations should be sent to the Principal, MPC Autonomous College, Takhatpur, Baripada by Registered Post / Courier service latest by (04:00 pm) on 05-01-2019 positively.
- Quotations received after due date shall be rejected.
- The approved firm will supply the items within seven days From the Date of Issue of the purchase order.
- The product/item should be delivered at installation site. Specification of the items shall be inspected by the college authorities for complete finish of the work/ delivery of the products.
- Without authentic documents the quotations will be rejected by the Principal.
- Payment will be made (after successful installation of equipment) in shape of A/C payee Cheque or RTGS.
- The Principal reserves the right to accept /reject any/ all the quotations without assigning any reason thereof.

Memo No: 3721 (10) // Date: 28/12/18

Copy to all Notice Board/Accounts Bursar/OIC, UGC & Autonomy / OIC, Stock & Store / H.C. / Accountant / D.A., Stock Store for information and necessary action.

Copy to Sri P.R. Prasad, Programmer, Computer Science for information and he is requested to upload the Quotation Call Notice in the College Website: [www.mpcacollege.org.in](http://www.mpcacollege.org.in).

AKDA/ 28-12-2018

*Debraj*  
28.12.18

*27/12/18*  
*Kafi*  
28/12/18

*[Signature]*  
PRINCIPAL