QUOTATION NOTICE

Competitive Quotations are invited for the supply of toners suitable for the printer model Ricoh SP 4310 DN for use in the examination branch.

CONDITIONS

1. The rate quoted should be inclusive of tax, transportation charges and any other charges per toner.
2. You should produce the copy of the authorised dealership license.
3. The items should be supplied continuously according to the recurring nature of the demand for the item.
4. Complaints regarding the items should be rectified/replaced to the satisfaction of the university by the suppliers at their own cost.
5. Payment will be made only after the supply of the items at our own premises.
6. The rate quoted should be valid for a period of one year from the date of acceptance of the Quotation.
7. The undersigned reserves the right to reject/accept any Quotation without assigning any reason.

The sealed Quotation should be addressed to the undersigned, superscribing as “Quotation regarding toner for SP 4310 N printer”. The last date and time for the receipt of Quotation is at 11.30 hrs on 12.9.2014. The Quotations will be opened at 11.30 hrs on the same day in the presence of the vendors then present.

Sd/-

REGISTRAR