



**Govt Of India**  
Ministry Of Skill Development & Entrepreneurship  
Directorate General Of Training  
**REGIONAL VOCATIONAL TRAINING INSTITUTE FOR WOMEN**  
Dakopgre, Tura, Meghalaya -794101

No: A-32478/3/15-Estt

Date: 04/11/2016

**Sub: Tender Enquiry for Supply of Color copier/Printer.**

Sir,

You are requested to submit your lowest quotations for the Supply & Installation Work for Training Section as shown below, to the Principal, RVTI(W), Dakopgre, Tura, Meghalaya – 794101, so as to reach him not later than **21/11/2016**

Sl. No.	Items	Specification	Quantity
1.	Colour Copier/Printer	<b>Type Colour Laser Multifunctional Device (Reader / Printer Desktop)</b> Maximum Original Size A3 Email / Internet FAX (SMTP), PC (SMB, FTP), iWDM, WebDAV CPU : 1.66GHz HDD: 250 GB, Memory 2 GB RAM Paper Capacity Cassette 1, 2 550 sheets x 2 cassettes (80 gsm) Multi Purpose Tray 100 sheets (80 gsm) Copy / Print Speed A4 C3320: 20/20 ppm A3 C3320: 15/15 ppm Cassette 1 A4, B5, A5, Custom size (139.7 x 182 mm to 297 x 215.9 mm) Cassette 2 A3, B4, A4, A4R, B5, B5R, A5R, FLS, F4A and Custom size (139.7 mm x 182 mm to 304.8 mm x 457.2 mm) and Envelopes (COM10 No.10, Monarch, DL) Multi Purpose Tray A3, B4, A4, A4R, B5, B5R, A5, A5R, FLS, F4A Custom size (98.4 mm x 139.7 mm to 320 mm x 457.2 mm) and Envelopes (COM10 No.10, Monarch, DL, ISO-C5	01 no

While submitting your Quotations, the following may kindly be observed and other points borne in mind:-

1. The tenders should be submitted in a sealed cover marked **“QUOTATION”** on the outside of the envelope.
2. The cover is to be clearly **marked with the reference number and date** of this Memorandum/Enquiry.
3. The tenders would be opened at **3:30 pm on 21/11/2016**. If desired by you, you may depute an authorised representative with a letter of authority, to be present at the time opening of the tenders in this office (with company seal).
4. Your offered quotation should be valid for a minimum of 30 days from date of opening.
5. Quotations received after the date and time of opening will not be considered.

6. Items tendered should conform to the specifications shown against items in the list. Kindly furnish your full specifications in accordance with accepted standards against each item tendered. Where reference to Catalogue is made, the relevant Catalogues should accompany the tenders.
7. All quotations should be for new items and not for second-hand.
8. Please state whether the items will be available ex-stock, if not, the minimum period required for supplying the stores.
9. Tenders may be rejected without assigning any reasons.
10. It should clearly be stated whether Sales Tax, Central Tax and any other taxes and duties liveable.
11. It is practiced of this Directorate General to ask for Income-Tax Clearance, VAT Registration, Service Tax Registration and Trade Licence from the supplier on whom supply/work order would be placed.
12. The Stores/Work in the attached list for which tenders are invited, are to be supplied to the Principal, RVTI(W), Dakopgre, Tura, Meghalaya - 794101. The suppliers/Contractors on whom the order will be placed by this office will have to present their bills in triplicate to the Principal, RVTI(W), Dakopgre, Tura, Meghalaya - 794101, who will make the payments. This Directorate General will not accept any responsibility in regard to settlement of party's bill in case of any incomplete and faulty work.
13. For convenience, kindly adopt, while quoting, same Sl. Nos. As given in the attached bill.
14. Payment will be made on receipt of the stores in good conditions & satisfactory completion of the work.



**(B. K. Singha)**  
**Principal/HOO**