

## Quotation Invitation

NIT Uttarakhand invites the online Quotations for the Servicing/Repairing of Item “**Photocopier Machine**” as per the specifications mentioned below:

S.No.	Description of Goods	Specification/Error being shown on display	Quantity
01	Servicing/repairing of Photocopier Machine (Model-SHARP DX2000 Printing-Coloured and Monochrome)	Error Code shown on the display of machine- E7-20	01

The deadline to submit the quotation through online (emails) to the following Email addresses is on or before **15.09.2023**, 05:00 PM.

Dr. Tushar Goel, [tushar.goel@nituk.ac.in](mailto:tushar.goel@nituk.ac.in), +91-7060530344

Dr. Pankaj Kumar Pal, [pankajpal86@nituk.ac.in](mailto:pankajpal86@nituk.ac.in), +91-9568029300

Dr. Mahiraj Singh Rawat, [msrawat@nituk.ac.in](mailto:msrawat@nituk.ac.in), +91-8126938262

### **Guidelines:**

1. Quotation must be submitted only in the prescribed format (**Annexure I**).
2. The quotation format must be printed on the letter head of the vendor with seal and signature. Invalid quotations shall directly be rejected without any communication.
3. The quotations **must be password protected and only in PDF format**. The committee will contact through given mobile number to the respective vendor at the time of quotation opening.
4. Clearly mentioned your contact number in the mail body.
5. After due date and time, no quotation will be considered for processing.
6. The quotations will be evaluated as per GRF 2017 guidelines.
7. Institute reserves the right to cancel the process at any given point of time.
8. Any Servicing/repairing will be carried out **on-site only** (i.e. at NIT Uttarakhand, Srinagar Pauri Garhwal).
9. For more information, contact the above committee members.

Sd/

I/c, Registrar,  
NIT Uttarakhand

Format

**Printed on Company letter head**

GST Number:-----

PAN number:-----

Date:

To,  
The Director,  
National Institute of Technology Uttarakhand,  
Srinagar, Garhwal-246174

**Subject:** Online quotation for Servicing/Repairing of Item “**Photocopier Machine**”.

Specifications:

<b>S.No.</b>	<b>Description of Goods</b>	<b>Specification/Error being shown on display</b>	<b>Quantity</b>
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Terms and Conditions of the vender/supplier (if any)

Name and Signature of  
Company head with seal

**Complete address with contact number at footer.**