

INSTITUTE OF DISTANCE AND OPEN LEARNING  
GAUHATI UNIVERSITY  
Guwahati - 781014

NIQ No: GUIDOL/NIQ/2018/0004

**Notice inviting Quotations**

Gauhati University Institute of Distance and Open Learning invites sealed quotations from reputed firms for supply and installation of ADF document scanner with the specification as mentioned below. Application and Quotation along with properly filled in **Form A** can be submitted to the office of the undersigned latest by 2.30 PM on 10/08/2018.

Scanner type	ADF(Automatic Document Feeder)	
Optical Resolution	600X 600 dpi	
Scanning Feature	Duplex	
Daily Duty Cycle	10000 (minimum)	
AD Converter	1024 level	
Document size	Minimum	A8
	Maximum	A3
Scanning Speed (LANDSCAPE, A4, 200 DPI)	60-80 PPM	
Paper Weight	Min 27 - 164 gsm (Min 250 gsm through Straight Path)	
Scan File Format	PDF, Encrypted PDF, TIFF, BMP, JPEG	
Preferred Brand	Fujitsu/Cannon	

*Original equipment manufacturer (OEM) authorization letter need to be enclosed along with the Quotation.*

*Taxes (GST) should be as per Govt. Rate*

GUIDOL reserves the right, without any obligation or liability to accept or reject any or all quotation at any stage, cancel or modify terms & conditions at any time without assigning any reason whatsoever.

-sd-

Director, IDOL  
Gauhati University

Memo No. IDOL/Acc/Tender/9/2018/ 2173-37

dated: 12/7/18

Copy forwarded for information and necessary action to:

1. Finance Officer, Gauhati University
2. Assistant Director
3. Notice Board
4. Web site (www.idolgu.in)
5. Office file.

  
12/7/18

Director, IDOL  
Gauhati University

OFFICE OF THE DIRECTOR :: GUIDOL :: GAUHATI UNIVERSITY :: GUWAHATI- 14

DOCUMENT TO BE SUBMITTED AGAINST THE NIQ No. : GUIDOL/NIQ/2018/.....

**I. General Particulars:**

The Tenderer should provide the following particulars along with relevant supporting documents:

1. Name of the firm :.....
2. Status of the firm (please tick) Proprietorship/ Partnership/ Co-operative/ Company
3. Name of the Proprietor/Partner/Managing Director (as the case may be)
4. Mailing address :.....
5. Firm Registration No.....GST No.....TIN No.....PAN.....
6. (i) Tel. No.....(ii) Mobile No.....(iii)Fax No.....
7. E-mail address.....
8. Name and designation of the person authorized to make commitments to the Gauhati University  
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.....
9. Year of establishment of the Organisation.....
10. Description of business and business background (on firm's letter head with seal).
11. Client profile..... (on firms' letter head with seal).
12. Details of similar work of Govt./ Semi Govt./ Autonomous/ Local bodies/ Universities/other institutions carried out during last three years (on firms letter head with seal).
13. Turnover details for past three years, please enclose Profit & Loss A/c and Balance Sheets duly audited by Chartered Accountant. (Attach copies of Work Order and satisfactory completion of work). (*Applicable only for estimated value of exceeding Rs. 200000/-*)
14. Details of the all tax clearance certificates and Tax Registration certificates applicable in Assam must be attached.
15. Details of Bank Account No.

- (i) Name of the Bank.....
- (ii) Branch Code.....
- (iii) IFSC Code.....
- (iv) MICR Code.....

**Verification**

1. We confirm that we shall abide by all the terms and conditions contained in the application for pre-qualification.
2. All the details mentioned above are true and correct and if there are misrepresentations of facts on any matter at any stage, competent Authority of the Gauhati University has the right to reject the proposal and disqualify us from the process.
3. We hereby acknowledge and unconditionally accept that Gauhati University can at its absolute discretion apply whatever criteria, if deems appropriate for short listing of bidders.
4. We also confirm that we have noted the contents of the enclosed documents forming part of it and have ensured that there is no deviation in filling our offer in response to the tender. The Gauhati University shall have the option to disqualify us in case of any such deviations.
5. We have enclosed all the relevant documents as mentioned above.

Signature & Seal of Tenderer.