



Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi-110 078
(Purchase Branch)

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F.13.6 (1)/ IPU/PUR/Exam/DX4640/2025/

49

Dated: 14.05.2025

NOTICE

Subject: Inviting Quotations for procurement of DX4640 ink and DX4640 master roll (Original) for Gestetner Machine from Authorized Distributors of RICOH.

The University is in process of procurement of DX4640 ink and DX4640 master roll, as per details below:

S. No.	Item Description	Qty.	Rate per Unit (in Rs.)	Total Amount (in Rs.)
i.	DX4640 copy printer ink for Gestetner Machine	30 Nos.		
ii.	DX4640 Master Roll for Gestetner Machine	20 Nos.		
Total Amount (in Rs.)				
GST (as applicable)				
Grand Total (in Rs.)				

The interested bidders are requested to submit the quotation (in sealed envelopes) on the above mentioned format, in the office of undersigned latest by 20th May, 2025 at 12:00 Noon.

Terms & Conditions:

- FOR: Guru Gobind Singh Indraprastha University, Sector-16/C, Dwarka, New Delhi.
- Payment: After satisfactory receipt of the material as per the specification and inspection by the Committee constituted by the Competent Authority, GGSIPU.
- The sealed quotations must be submitted on the Company's letter head stating the amount in figures and words with GST part clearly. Any discrepancy in the same will lead to cancellation of quotation.
- Valid Authorization Certificate from the OEM must be enclosed with quotation otherwise offer will be summarily rejected.
- Delivery: Within 10 days after issuance of Purchase Order.
- The Material along with triplicate copies of Challans, Bills and Purchase Order will be delivered to "In-Charge, University Central Store, Ground Floor, "A" Wing, Administrative Block, GGSIPU, Sector -16-C, Dwarka, New Delhi respectively between 10.00 AM to 04.00 PM.

(Dipin Arora)

Deputy Registrar (Purchase)

To,

In-Charge, UITS with a request to upload on University Website.

(Rajesh Sharma)

Assistant Registrar (Purchase)