

RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES - A.P.

(Established under A.P. Government Act No. 18 of 2008)

Ongole Campus, Ongole - 523 225, Prakasam District, Andhra Pradesh

Website: rguktong.ac.in E-mail: ao@rguktong.ac.in

Ref. No.: RGUKT/ONG/Proc/Printers/2026

Date: 05.08.2026

NOTICE INVITING QUOTATIONS

Rajiv Gandhi University of Knowledge Technologies, Ongole Campus, invites sealed quotations from registered firms, manufacturers, authorised dealers and suppliers for the supply of a multifunction monochrome laser printer and an additional cartridge to RGUKT Ongole Campus, Ongole.

Date of Issue of Notice	05.08.2026
Last Date for Submission of Quotations	17.08.2026 up to 5:00 PM
Item Description	As specified in Annexure-A
Mode of Submission	Sealed quotation
Address for Submission	The Administrative Officer, RGUKT Ongole Campus, Kurnool Road, Near Santhanuthalapadu - 523 225, Prakasam District, Andhra Pradesh

The quotation cover shall be clearly superscribed as:

“Quotation for Supply of Printer and Additional Cartridge - Ref. No. RGUKT/ONG/Proc/Printers/2026”

TERMS AND CONDITIONS

1. The bidder shall be a registered firm, manufacturer, authorised dealer or supplier and shall possess a valid GST registration.
2. A copy of the GST registration certificate and proof of authorised dealership, wherever applicable, shall be enclosed with the quotation.
3. The bidder shall quote prices strictly in the Price Bid Format enclosed with this notice.
4. Rates shall be quoted in Indian Rupees. The basic unit price, applicable GST and total price shall be shown separately.
5. The complete quotation shall reach the office of the Administrative Officer on or before 17.08.2026 at 5:00 PM. Quotations received after the prescribed date and time are liable to be rejected.
6. The offered printer shall be Canon imageCLASS MF275dw/MF274dn or an equivalent model meeting or exceeding all specifications stated in Annexure-A.
7. The bidder shall clearly mention the exact make and model and enclose the manufacturer's technical brochure or product datasheet.
8. The additional cartridge shall be new, genuine, compatible with the offered printer and supplied in sealed original manufacturer packaging.
9. The ordered items shall be delivered within one month from the date of issue of the Purchase Order.
10. Packing, forwarding, transportation, unloading and delivery at the designated store or delivery location of RGUKT Ongole Campus shall be the responsibility of the supplier.

11. The printer shall carry a minimum warranty of two years from the date of delivery and acceptance. The warranty period shall be clearly stated in the financial bid.
12. The supplied items shall be new, unused and free from defects. Refurbished, reconditioned or demonstration units shall not be accepted.
13. Installation, configuration and demonstration of the printer at the campus shall be completed by the supplier without additional charge.
14. Payment shall be made only after complete delivery, installation, inspection and acceptance of the items in good working condition. No advance payment shall be made.
15. The quoted rates shall remain firm and shall not be subject to escalation during the validity period of the quotation or execution of the Purchase Order.
16. RGUKT Ongole Campus reserves the right to accept or reject any or all quotations, either wholly or partly, without assigning any reason.
17. Submission of a quotation against this notice shall be treated as confirmation that the bidder has read, understood and accepted all the terms and conditions.
18. In the event of any dispute, the decision of the Director, RGUKT Ongole Campus, shall be final and binding, subject to applicable law and jurisdiction.

Sd/-
Administrative Officer
RGUKT Ongole Campus

ANNEXURE-A

ITEM SPECIFICATIONS

S. No.	Item and Technical Specifications	Quantity
1	Multifunction Monochrome Laser Printer Preferred Make/Model: Canon imageCLASS MF275dw/MF274dn or equivalent Required Functions and Features: • Print • Scan using MF Scan Utility or equivalent software • Copy • Automatic duplex printing • Automatic Document Feeder (ADF) • Monochrome laser beam printing • Network connectivity • Wi-Fi connectivity Warranty: Minimum two years	07 No.
2	Additional genuine cartridge compatible with the offered printer model, supplied in sealed original manufacturer packaging.	07 No.

Note: The bidder shall clearly specify the offered make and model. An equivalent model may be considered only when all stated features and specifications are met or exceeded, subject to approval by the competent authority.

PRICE BID FORMAT

(To be submitted on the bidder's official letterhead)

Reference No.: _____

Date: _____

Quotation Valid Until: _____

To
The Director
Rajiv Gandhi University of Knowledge Technologies
Ongole Campus, Ongole - 523 225
Prakasam District, Andhra Pradesh

Sir/Madam,

I/We hereby submit our quotation for the supply of the items specified below, subject to the specifications, terms and conditions contained in the Notice Inviting Quotations.

S. No.	Item Name, Make and Model	A: Basic Unit Price Excluding GST (Rs.)	B: Quantity	C = A x B: Basic Amount (Rs.)	D: GST Rate and Amount (Rs.)	E = C + D: Total Item Cost (Rs.)
1	Multifunction Monochrome Laser Printer Make: _____ Model: _____		01			
2	Additional Genuine Cartridge Make/Part No.: _____		01			
GRAND TOTAL						Rs.

Total Amount in Words: Rupees _____
only.

DECLARATION

1. I/We have carefully read and understood the specifications, terms and conditions contained in the Notice Inviting Quotations.
2. I/We agree to supply the printer and cartridge in accordance with the approved specifications and within the stipulated delivery period.
3. I/We confirm that the printer and cartridge offered are new, genuine and unused.
4. The quoted price includes packing, forwarding, transportation, unloading, delivery, installation and demonstration. GST has been shown separately.
5. I/We certify that the information furnished in this quotation is true and correct.

Name of the Firm: _____

Name of the Authorised Signatory: _____

Designation: _____

GSTIN: _____

Address: _____

Contact Number: _____

E-mail Address: _____

Date: _____ Place: _____

Signature of the Authorised Signatory
Office Seal