

SANT GADGE BABA AMRAVATI UNIVERSITY
UNIVERSITY CAMPUS, NEAR TAPOWAN,
AMRAVATI-444 602 (MAHARASHTRA)
PHONE NO. (0721) 2664385, 2662358 (Ext.No.240) Email.arstore@sgbau.ac.in

Quotation/Notice No.SGBAU/2/Store/ 77 /2026

Date: 22/07/2026

QUOTATION NOTICE

To,

1. M/s. J.P. Office Equipments
5&7 Kamalshree Apartment
Opp Devi Ahilya Mandir
Dhontoli, Nagpur-440 012.
2. M/s. Techmart Systems Company Pvt. Ltd.
20 A Shivaji Marg
New Delhi-110 015.
3. M/s Reliable Automations
Plot No.8, NIT Layout, Flat No.2
Shivdatta Apartment, Behind Shree Radha Mangalam Hall
Pratap Nagar, Nagpur-440 022
4. M/s. X-Act Services,
L-201, Pariwar Apartment, Corporation Colony,
North Ambazari Road, Nagpur-444 010
5. M/s.Perfect Office Systems Pvt. Ltd.
2/220, New Apollo Estste, Mogra Lane,
Andheri (East), Mumbai. 400 069.
6. M/s. Centurian Marketing
203, Aadish Plaza, Above ICICI Bank
Opp Ddddddale Hospital, Savedi Road,
Ahmednagar-414 003.
7. M/s. Copypro Technologis Pvt.Ltd.
20A, plot No. 80, Madhav Nagar Nagpur

Sir,

Sealed quotations duly superscripting our Enquiry reference number and due date are invited for Comprehensive Annual Maintenance Contract for one year of Risograph Digital Duplicator Machine No. EZ-230, EZ-330 & EZ-231A as per our terms & conditions attached. Quotations completed in all respect shall be received on or before **05 -08-2026 upto 13.00** hours at Central Inward Section (Main Administrative Building), University Campus, Tapowan, ,Amravati.


Deputy Registrar(Store)
S.,G.B.Amravati University

Copy for information & necessary action to:

- 1) Asstt. Registrar (Admn.) S.G.B. Amravati University.
- 2) Quotation Opening file Store Section,
- 3) Head, Computer Centre.
- 4) Notice Board.

QUOTATION FORM

To,

Registrar,
Sant Gadge Baba Amravati Univesity,
Amavati.

Sub: Rate for Comprehensive Annual Maintenance contract for one year of Risograph Digital Duplicator Machine No. EZ-230 Sr. (79790615), EZ-330 Sr. No. (78130528) & EZ-231A (Sr.No.(76440001).

Ref: 1) Quotation Notice No. SGBAU/2/Store/77/2026, Date : 22 / 07 /2026

R/Sir,

With reference to above I/We quote here with the rates for following item I/We read accepted all terms & conditions which is enclosed with this Quotation Form .

S.No.	Name of Item	Qty	Rates
1	Rate for Comprehensive Annual Maintenance contract Risograph Digital Duplicator Machine No. EZ-230 Sr.No.(79790615)	1 Machine	
2	Rate for Comprehensive Annual Maintenance contract Risograph Digital Duplicator Machine No. EZ-330 Sr.No.(78130528)	1 Machine	
3	Rate for Comprehensive Annual Maintenance contract Risograph Digital Duplicator Machine No. EZ-231A Sr.No.(76440001)	1 Machine	

Name of Firm.....

GSTNo.....

Address.....

Pone No.....

Mobile No.....

Email.....

Pan No.....

TIN No.....

Pin Code No.

DATE:.....

Signature with Stamp of Firm

SANT GADGE BABA AMRAVATI UNIVERSITY
University Campus, Near Tapowan, Mardi Road, Amravati 444602
Phone No. (0721) 2664385, 2662358 Ext No. 237, 240 Email - arstore@sgbau.ac.in
website: www.sgbau.ac.in GRAM--SGBAU

GENERAL TERMS & CONDITIONS

Annual Maintenance Contract of Risograph Machine for one year

1. Ref. : Quotation Notice No. SGBAU/2/Store/17 / 2026, Date: 22 / 07 / 2026

- 1) Sealed Quotation are invited from the Manufacturer / Authorised dealer for Comprehensive Annual Maintenance contract of Risograph Digital Duplicator Machine No. EZ-230 Sr. (79790615), EZ-330 Sr.No. (78130528) and EZ-231A Sr.No. (76440001).
- 2) The completed quotations should be compulsorily/submitted Central Inward Section (Main Administrative Building) at Sant Gadge Baba Amravati University on or before due date and time.
- 3) Quotation duly filled in will be accepted on or before **05-08-2026 upto 13.00** hours and will be opened on **05-08-2026 upto 14.00** hours in the presence of tenders and tender opening committee if possible.
- 4) The University will not accept any quotation after **13.00 hours** on **05-08-2026** Sant Gadge Baba Amravati University will not be responsible for postal delay, non-receipt/non delivery of quotation documents or loss of documents in transit.
- 5) The Security Deposit will 5% of total cost of approved Rates of Contract. The bidder should submit the quotation in single bid envelopes system. While submitting the quotation, bidder shall submit the following documents with price offer (rates) in sealed envelope as under with these terms and conditions. While opening the quotation, if the following documents are not found in envelope, the quotation will be treated as cancelled.
 - a) Copy of GSTN Registration Certificate.
 - b) Copy of Shop Act Registration, if available.
 - c) Experience Certificate / Order copy of other firm, if available.
 - d) Copy of PAN Card
 - e) Price offer (rates) in enclosed quotation form.
- 6)
 - a) The bidder availing the facility of exemption shall have to deposit @5% of total cost of contract as security deposit within specific/stipulated period prescribed by University after acceptance of their rates in the forms Demand draft/bankers cheque/F.D.R.
 - b) The security Deposit / Tender Deposit / Earnest Money Deposit of successful bidder will be refunded only after satisfactory completion of contract.
 - c) Failure of the successful bidder to deposit Security Deposit within prescribed time limit shall constitute sufficient grounds for the annulment of the award. In this event the University may make the award to the next lowest bidder or call for new bids.
- 7) Incomplete quotation not in conformity with our prescribed specifications, terms & conditions will be rejected. University has right to accept/reject any or all tenders without assigning any reason's.
- 8) No person or organization submitting tender/quotation should have a interest in any other organization participating in this quotation process. If such direct interest is found, it will be treated as conflict of interest and as result both or more quotations/tenders will be rejected. Example: If two firms are submitting quotation/tender for the same project/purchase, the person who is the owner/director /partner/ major shareholder of company "X" should not be the same person as owner/ director/partner/ major shareholder of company "Y". (Enclosed undertaking be submitted with quotation/tender.)
- 9) Rates should be valid for one year from the date of Agreement.
- 10) Right to reject/accept quotation partially or fully is reserved by the University.
- 11) The terms of payment in advance or through bank will not be accepted.
- 12) No negotiation will be done.
- 13) Terms of payment: Payment to be made to the contractor will subject to the deduction of taxes applicable at the time of payment and after satisfactory work.
- 14) Any dispute arising out of relating to this contract/ quotation or during the period of the contract the decision of Hon'ble Vice-Chancellor shall be final.
- 15) The suppliers should quote rates for each articles quite independent of the rates of other articles as it will be right of the university to accept the offer partially or fully. Rates to be mentioned including all taxes.

Deputy Registrar (Store)
S.G.B. Amravati University

I/We have read carefully and have understood the same in vernacular known to me/us about all the General Terms & Conditions & Standard Terms & Conditions and I/We hereby agrees to the same shall abide by them hence.

Date:
Name of Firm:
Address:
Pin code No.

Seal & Signature of the Vender

UNDERTAKING REGARDING OWNERSHIP/DIRECTORSHIP/PARTNERSHIP

(To be executed on plain paper and self-signed)

I/We

Owner/director/partner/major shareholder of company of M/s.....

Hereby declare that myself as a owner/director/partner/major shareholder of company of any other firm has not been participated in this quotation/tender process.

Signature with Stamp

Date:-

Place:-

Name:

Address:

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