



# Government Polytechnic, Murtijapur

National Highway No 6, Murtijapur - Amravati Road, Hendaj, Murtijapur  
Tah. Murtijapur, Dist. Akola

फोन.नं. 9420939022 Pin Code 444 107

Email: [Principalgpmzr@gmail.com](mailto:Principalgpmzr@gmail.com), web:- [www.gpmzr.ac.in](http://www.gpmzr.ac.in)

GPMZR/Store/Quot.Enq/ 25-26/2061

Date: 09/12/2025

To,

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(All Interested Vendors)

Subject:- Quotation for supply of Printer

Sir,

With reference to above subject, I undersigned request you to kindly quote your rates for supply of Items/Consumables, detailed specifications of which are listed below, so as to reach this office on or before date 18/12/2025 time 5.00 PM. Rates quoted should be for unit quantity. Quotations received after the due date will not be considered.

The prices of the material should be quoted F.O.R. up to this Institute. Taxes if any should be stated separately. The delivery period should be stated clearly & strictly adhered to.

Your quotation should be valid at least for a period of 4 months from the date of opening. The quotation should be sent in sealed envelope, super scribed with the words "Quotation for supply of Printer" opening date 19/12/2025 time 3.00 PM." Uploaded on Institute website Also

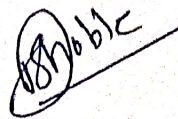
Sr. No.	Name & specifications of items	Quantity Required
	List of Item Is attached	

**Terms & Condition :-**

1. Rates quoted must be inclusive of all taxes. But the taxes should be mentioned separately in the invoice.
2. Materials quoted should confirm to the specifications given in the list. When specification is not particularly mentioned in the form, please mention the details with make & size of the best quality.
3. Materials must be supplied as per specifications in the order; otherwise material will not be accepted.
4. Warranty/Guarantee offered must be clearly mentioned.
5. Material should reach within 4 weeks from the date of supply order. After this date the penalty of 1/2 % per week will be charged. Delivery period will not be extended in any case. Maximum 5% penalty will be deducted from the total payable amount.
6. Delivery of material must be at Government Polytechnic, Hendaj, Murtijapur.
7. All the items supplied will be thoroughly inspected by the authorized officer at consignee's site.
8. Quote your rates with valid period
9. If asked the supplier must be able to produce tax clearance certificate or advance tax receipt. Failing which adequate amount of income tax will be deducted from the bill amount.



10. Bill must be supplied in triplicate and it must be a tax invoice carrying GST/VAT/TIN registration number.
11. 100% payment will be released only after complete delivery and satisfactory installation & commissioning of the machinery/equipment/materials
12. No penalty or interest of any kind will be paid for the late payments.
13. The undersigned reserves the right of rejecting all the quotations without mentioning any reasons.
14. Payment amounting more than Rs. 5000/- will be directly credited in supplier's bank account. For this supplier has to provide his bank details, PAN, TAN, UID (Aadhaar number), etc. And has to fill and sign PROFORMA – A as per state government treasury circular dated 04/03/2013.
15. Your firm must be register to income tax department and quote your registration number on quotation. If you get supply order it is compulsory to produce "No deduction of income tax certificate", otherwise TDS will deducted as per rules.



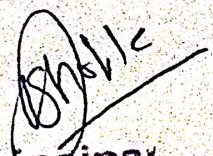
Principal

Government Polytechnic, Murtijapur  
**Principal**  
Govt. Polytechnic  
Murtizapur

Copy to :- 1) Head, Computer Engineering Department for uploading Institute Website  
2) Interested venders  
3) Display on Main Notice Board, Government Polytechnic, Murtizapur



Sr.No.	Item	Specifications	Quantity
01	Feature	Recommended Specification	01
		Monochrome Laser / Multifunction Laser (Print, Scan, Copy)	
	Print Speed (MMP)	32 to 36 pages per minute (A4)	
	Print Resolution	1200 × 1200 dpi or higher	
	Duplex Printing	Automatic (built-in)	
	Processor Speed	Minimum 600 MHz.	
	Memory (RAM)	Minimum 256 MB	
	Paper Size Supported	A4, A5, A6, Legal, Letter	
	Paper Type Supported	Plain, Thick, Label, Envelopes, Recycled	
	Connectivity	USB 2.0/3.0, Network Ethernet 10/100/1000 Base T, Wireless (Optional) Sifi 802.11b/g/n Mobile Printing	
	Operating System Compatibility	Windows 10 / 11	
	Toner Cartridge Yield –	High Yield (~10,000 pages)	
	50 pages ADF, 250 pages paper tray, RMPV upto 2500 pages, Max monthly duty cycle upto 35000 pages		
02	Features and Recommended Specification		01
	<ul style="list-style-type: none"><li>• <b>Laser Printer</b> type: Functions: Print Only ; Printer output: Monochrome ; Connectivity: USB ; Scanner: No ; Scanner resolution: NA</li><li>• OS Compatibility: Win 8.1, Win 8, Windows 7, Windows Vista, Windows XP, Windows Server 2012, Windows Server 2012 R2 (64 bit), Windows Server 2008, Windows Server 2008 R2 (64bit), Windows Server 2003, Mac OS 10.6.x~10.9*3, Linux, Citrix ; Mobile connectivity : No ; Hardware Interface: USB 2.0 High Speed ; Enlarge/reduce option: No ; Duplex: No</li><li>• Maximum Print Speed (color): NA, Maximum Print Speed (Monochrome): 18ppm ; Print cost Monochrome: Rs 3.88, Print cost color: NA ; Maximum Print Resolution: 600 x 600dpi</li><li>• Page size: A4, B5, A5, Legal, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL Max paper thickness: 64 to 275 GSM ; Maximum Input Sheet Capacity: 150 sheets (A4) ; Compatible ink: Cartridge 925 ; Additional Printer Function:High speed printing ; Power wattage of printer: During Operation: 320W ; During Standby: 1.8W (USB connection) ; During Sleep: 0.8W (USB connection)</li><li>• Special Features: High Speed printing; Ideal Usage : Home office, office ; Included Components: Printer, Cartridge 925, User Software CD-ROM, Getting Started Guide, Power Cord</li></ul>		

  
**Principal**  
 Govt. Polytechnic  
 Murtizapur