# QUOTATION NOTICE

Quotation No: CGPC/20/2023  
Date: 31 October 2023

Sealed quotations are invited to purchase printer.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name</th>
<th>Description</th>
<th>Quantity</th>
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</thead>
</table>
| 1     | Multi-function printer      | - Print Technology: Laser  
- Functions: Print, Copy, Scan  
- Print Speed: 20ppm  
- Paper Size: Up to A4  
- Copier reduce/enlarge: 25 to 400%  
- Print Resolution: 600 x600 dpi  
- Memory: 64 MB  
- Processor speed: 500 MHz  
- Connectivity: High Speed USB 2.0  
- Warranty: Min One year with onsite service | 1        |

The following details may be considered:

1. Delivery should be at Administrative block RIT, Kottayam.
2. The quoted rates are to remain firm till 31 Dec 2023.
3. Payment will be made only after the receipt of items in good condition and installation.
4. Sealed quotation can be addressed to the Placement officer, Rajiv Gandhi Institute of Technology, Nedumkuzhy, Velloor, Pampady, Kerala 686501. Mention quotation number on the envelope.
5. Due date and time for receipt of quotations at RIT CGPC office 10am on 13-11-2023. Quotations will be opened at 11am on 13-11-2023.

Placement Officer, RIT