



REGISTERED POST

**UNIVERSITY OF RUHUNA
MATARA**

My No: RUH/SUP/C/2023/S8/029
The Manager

18.03.2024

**QUOTATION FOR SUPPLY, DELIVERY, INSTALLATION, COMMISSONING,
TESTING AND MAINTENANCE OF
PORTABLE LASER PRINTER WITH SCANNER**

01. Please quote your current lowest price for the articles/services enumerated overleaf in duplicate.
02. The quotation should be valid for six months from the date of closing of bid.
03. Samples should be submitted whenever required along with quotation.
04. Sample submitted should be removed from this office within 07 days after informing.
05. Quotation should be prepared according to the given instructions.
06. This form should be duly returned even if you are unable to quote.
07. If you are registered for the VAT, the VAT registration number should be indicated on the Quotation. If you are not registered for VAT, the prices should be indicated without VAT and if So kindly requested to attach a copy of the certificate issued by the commissioner of Inland Revenue certifying that you have not been registered for VAT. If not your quotation will be Rejected.
08. Should be marked **“Quotations for Supply, Delivery, Installation, Commissioning, Testing and Maintenance of Portable Laser printer with Scanner - RUH/SUP/C/2023/S8/029”** The top Left hand corner of the envelope and should be under sealed registered cover to Deputy Bursar,(Supplies),University of Ruhuna, Wellamadama, Matara **On or before 02.00 p.m 04.04.2024**
09. Advance payments shall not be made when placing order. Payment will be made after the goods are received to our stores and inspections.
10. All columns in this form shall be filled in ink. Any alterations shall be initialed by the bidder.

Deputy Bursar (Supplies)

No.	Description of materials /Goods	Specification	Qty	Bidder's offer Yes/No	Price per Unit (Rs.)			Trade Mark	Waranty	Sample requirements Yes/No	Date by which delivery can be completed
					Without VAT	Delivery at the Company	Delivery at the University				
01.	Portable Laser Printer with Scanner	Specification is attached (Annex 1)	01								
N.B Alternative offers shall not be considered. The Vendors are advised not to quote different options for the same item but furnish the options available most competitive among to the bidder.											

VAT Percentage %
 VAT No:-

Name of Firm

(Rubber Stamp)

Signature

Date

Contact Tele/ Fax No: -

E-mail Address, if any :-

Section iv

Annex 01.1 (d)

Portable Laser Printer with scanner

Specification	Requirements	Bidders Compliance	
		Yes/No	If "No" indicate you offer
Brand	Please specify		
Model Number	Please specify		
County of Manufacture	Please specify		
Year of Manufacture	Please specify		
Functions	Print and Scan		
Print Technology	Laser		
Duplex Printing	Auto-duplex		
Connectivity	USB, Ethernet and WiFi /Bluetooth		
Enlarge /Reduce	25% to 400% (in increments of 1%)		
Paper Size	A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Folio		
Print Quality	Up to 600x600 dpi or above		
Print speed	20 - 30 ppm		
Support Printing Media Types	Paper, Envelopes, Labels, Cardstock		
Compatibility OS	Windows 10 or above		
Display	LCD		
Power supply	220 to 240 VAC , 60 Hz/50 Hz,		
Paper Input Trays	Multi-Purpose Tray		
Automatic Paper Sensor	Yes		
Memory	256 MB or above		
Memory Card Compatibility	Please specify		
Network Capability	Ethernet and Wi-Fi		
Mobile Printing Capacity	Yes		
Scanner			
Scan File Format	JPEG, TIF, PDF, BMP, PNG		
Colour scanning	Yes		
Scanner Type	Flatbed		
Scanner size	216x297 mm		
Scan Input Modes	User applications		
Bit Depth	Appo. 24-30 bit		
Duplex ADF Scanning	Yes		
Scan Resolution, Hardware	600x1200 dpi		
Scan Resolution Optical	Up to 600dpi		
Standard Accessories	Relevant software, cable etc.		
Warranty	01 Year		

