



F. No: 100/NT/Non-Plan/NIQ/2026-1

Date: 05/10/2026

NOTICE INVITING QUOTATION

Scaled quotation is hereby invited from reputed and authorized firm/company/suppliers for the repairing maintenance of Xerox machine and printers in the Department of Nanotechnology, North-Eastern Hill University, Shillong-793022, Meghalaya.

Quotations should reach the undersigned on or before 13-10-2026, 5:00 PM, at office to the Head, Department of Nanotechnology, North-Eastern Hill University, Shillong-793022, Meghalaya. Quotations should be submitted in hard copy in a sealed envelope superscribe "Repairing/maintenance, dated 05-10-2026". Quotations received after the due date shall not be entertained:

The details of the items are given below:

Item	Model	Quantity
Xerox Machine	Ricoh- MP2001L	1 No.
Printer	Canon- Image Class MF3010	2 Nos.

Terms and conditions:

1. No advance payment will be made.
2. 100% payment shall be made upon satisfactory work completion.
3. The DPC reserves the right to reject in case of any unsatisfactory work is observed.
4. The quotations should clearly mention the unit price, total price, applicable taxes/any other charges.
5. The quoted rate should be inclusive of all taxes and other charges till delivery destination i.e. Department of Nanotechnology, North-Eastern Hill University, Shillong- 793022, Meghalaya
6. The quoted rates should remain valid at least 180 days from the last date of submission.
7. The firm/company/suppliers should clearly mention the repairing period.
8. The DPC reserves the right to accept or reject any or all quotations without assigning any reason.
9. The selected firm/company/suppliers shall be responsible for the safe installation of the items, wherever applicable.
10. Payment shall be made as per the university rules after satisfactory verification of the work.
11. The firm/company/suppliers should provide complete details of the firm, including, GSTIN, PAN, contact number, email and bank account details, wherever applicable.

Head,

Department of Nanotechnology
NEHU, Shillong-793022

Department of Nanotechnology
North-Eastern Hill University
Umshing, Mawkyroh, Shillong-793022
नैनो प्रौद्योगिकी विभाग
उमशिंग-मॉकिरोह, शिलांग-793022

दूरभाष/Phone: 0364-272-3901/7000796961

ईमेल/Email: hodnano@nehu.ac.in

वेबसाइट/Website: <https://nehu.ac.in/department/display/Nanotechnology-Department>