



THE GUNTUR DISTRICT CO-OPERATIVE CENTRAL BANK LTD.
ADMINISTRATIVE OFFICE, GUNTUR

A. O. F. No. 273 / Computer Hardware / 2025-26

Date: 24.11. 2025

To

XXXXXX
XXXXXX

Sub: G.D.C.C. Bank Ltd., Administrative Office, Guntur – IT Section –
Procurement of Printer – Quotations Called for – Reg.

Ref: Orders of the Bank Chief Executive Officer dated 10.11.2025.

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Sealed quotations are invited from authorized distributors to provide the following
Printer for our Bank.

Sl. No.	Description of the Item	Quantity
1	HP Laser Jet Pro MFP 4104 DW (With 3 years warranty)	1

Last Date for submission of QUOTATION FORM is 28.11.2025 11:00 AM

Terms & Conditions

- 1) The bidder has to submit their quote as specified above mentioned hardware item.
- 2) **Warranty:**
Atleast 3 years Comprehensive onsite warranty for Printer should carry from the date of installation.
- 3) The quoted price should be **all-inclusive price** (i.e. including excise duty, sales tax, GST, any other applicable duties & taxes, packing, freight, Technical service / installation charges, if any and transportation / delivery to each and every branch).
- 4) No loading & unloading charges or transportation / additional charges / fee of any kind will be reimbursed.
- 5) The prices shall be valid for at least four weeks.

- 6) No advance will be paid against purchase order. 100% payment will be done against proof of delivery of equipment and installation at all the branches subject to production of invoice, delivery challans & installation reports.
- 7) The quotation shall be submitted in **sealed condition** only. Lest it should not be considered.
- 8) The quotations received after the above said scheduled date and time will not be considered.
- 9) Submission of Quotation by means of FAX or mail or other electronic forms will not be entertained.
- 10) **The total supply and installation should be done within Five days from the date of Purchase Order.**
- 11) The L1 bidder shall not automatically qualify for award of contract by the Bank.
- 12) The Bank reserves the right to cancel or call for fresh quotations at any point of time, in case any change in technical specifications in the above item.
- 13) The purchase order will be issued to the selected bidders..

E-Mail: it.gtr@gunturdccb.com, Contact Number: 9703408777



[Signature]
**Asst. General Manager(IT)
G.D.C.C. Bank Ltd.,
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