

JADAVPUR UNIVERSITY
KOLKATA-700 032

Ref. No. REC/N/ 65 / 2022
Date: 8th March 2022

CIRCULAR

This is notified for information of all concerned that a policy is devised to reduce the use of standalone printers with each of the machines, in the offices and sections with a centralized digital printing facility by a hired digital Copier machine, in view of the cost-curtailement.

The 24th Central Purchase Committee [Res. No. 04 held on 25th February 2022] has decided to implement the policy of hiring the Xerox/Copier machines from the vendors, where there are no fixed charges. The only cost is hire charges for the machine, on per copy basis, ranging from 38 to 42 paise per copy [depending on models], inclusive of all charges [including the toner], with a minimum number of copies per month.

Dozens of such hired machines (a few stated below) are already in use in the Admin. Building under this method which seems to be very cost effective and useful.

Sl. No	Brand	Model Number	User Office
1	Canon	IR 2520	Office of The FO
2	Cannon	IR 2525	Office of The VC
3	Cannon	IR 2016 L	Office of The Registrar
4	Kyocera	Taskalfa 3011i	Meetings Section

In view of reducing the individual demand of printers, such Copiers can be provided to all the Departments, Offices and Sections with LAN connection for the benefit of a centralizing printing, wherever possible. All persons in a section can take print of their papers from the dedicated copier machine under LAN, which will save expenses for the University. A few models of such copier machines will be selected on the basis of requirement for hiring.

A few vendors list will be published with possible options of Brand, Model, and price per copy listed for the benefit of users. To avail the special rate as per their offered price, please raise requisition by Teacher/Researcher/Officer, for order.

Therefore, it is requested to all to hire of Xerox/ Copier machines from the selected vendor(s) which will be finalised shortly.

Cooperation from all concerned is solicited.


FINANCE OFFICER