



RABINDRA BHARATI UNIVERSITY

56A, B.T. Road, Kolkata – 700050.

Ref. No.: IS/RBU/025/10/2015

Date: 01/10/2015

Sealed quotations are invited from the experienced organizations dealing in computer hardware with credentials, trade license and income tax clearance, for supply, installation and configuration of items mentioned below in the university.

The sealed tenders should be submitted to **Office of Information Scientist** of the University at B.T. Road Campus, within **08/10/2015** between 11:30AM and 4:00PM on all working days of the university (except Saturdays).

Quotations must be submitted in the following format.

S. No.	Item*	Description	Quantity* (Q)	Rate/unit (R)	Tax (%) (T)	Rate with Tax [A = R x (1+T/100)]	Amount (in Rs.) (Q x A)
1.	Barcode Scanner (Handheld)	TVS Barcode Scanner (Handheld) BS-C 101 STAR	09				

* Purchase order for all items may not be given to a single company/supplier.

** Quantities mentioned above are for evaluation purpose. Order quantity may vary.

Finance Officer



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Terms and conditions:

1. Prices and other details should be quoted in the above format in the specified place (all the columns must be filled-up), otherwise it is liable to be rejected.
2. Only reputed companies dealing with the business of computer hardware will be allowed to participate in the tender process. Relevant documents (like Trade license, etc.) in support of the same must be furnished. No Intermediate General Supplier will be allowed.
3. Quotations must be submitted in a sealed envelope. The envelope must be superscribed with "**Tender for Barcode Scanner**".
4. Incomplete tenders will be summarily rejected.
5. Intended companies must have their operational offices in Kolkata for sales and support. Sub-contracting or tie-ups will not be allowed.
6. Intended companies must submit the following documents along with their quotations:
 - a. IT and ST clearance certificates along with copy of PAN card and VAT registration certificate should be furnished.
 - b. Comprehensive company profile.
 - c. Evidence of supply and installation of desktop computers, laptops, printers, etc. in a single purchase order within the last **two years** and costing **not less than Rs. 5 lakhs**. (Copies of letters of award & successful supply and installation certificates and supporting reference letters should be attached).
 - d. Current Company's audited statement of accounts for the past 3 years, and duly stamped by a registered Auditor.
 - e. Company's registered address, functional contact email address, phone number(s) and Fax number(s), etc.
 - f. Company's method for providing support service during the warranty period of the supplied materials. Escalation matrix for support service.
7. Last date for submission of quotations: **08/10/2015 up to 4 p.m.**
8. Sealed quotations are to addressed to the **Finance Officer, Rabindra Bharati University** and should be submitted on all working days of the university, at the **Office of Information Scientist, 3rd Floor, Central Library, E.B. Campus, 56A, B.T. Road, Kolkata - 700050.**
9. Prices should be quoted in Indian Rupee inclusive of all taxes, packing, freight charges, delivery & installation at Admission Section and Finance Department, E.B. Campus, 56A, B.T. Road, Kolkata – 700050 of the university.
10. University reserves all the rights to reject any or all the quotation(s) without assigning any reason.
11. **Warranty** will be as mentioned in the Tender format. Warranty will be at least for one year, if not mentioned in the Tender format above.
12. **Delivery and Installation** should be made within **15/10/2015**.
13. **Payment:** 90% of the payment shall be made on submission of bills after delivery and successful installation of the entire ordered items. Remaining 10% of the payment will be made after satisfactory completion of one year from the date of satisfactory installation of the entire ordered items, if no fault is reported against the items at that time.
14. All legal disputes shall be subject to Kolkata jurisdiction.

Finance Officer