



RABINDRA BHARATI UNIVERSITY
56A, B.T. Road, Kolkata – 700050.

Ref. No.: PUR/TN/130/2023

Date: 24/07/2023

Notice Inviting Tender

Sealed quotations are invited from the experienced organizations dealing in Computer Hardware with credentials, trade license and income tax clearance. The sealed quotations should be submitted to the Purchase Section, Rabindra Bharati University at B.T. Road Campus, within **01/08/2023** between 11:30AM and 2:00PM 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)	Amount with Tax [A = R x (1+T/100)]
1.	All-in-one Laser Printer	HP Color LaserJet Pro MFP 4303fdw Printer Colour Laser Multifunction Printer with Wi-Fi Direct and Bluetooth Print, Copy, Scan and Fax, ADF, Duplex 3 Years Warranty	1 nos.			

Terms and conditions:

- 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.
- 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.
- It is **mandatory** to quote all the items.
- Quotations must be superscribed with "**Quotation for All-in-one Laser Printer**".
- Incomplete tenders will be summarily rejected.
- Intended bidders must have their operational offices in Kolkata for sales and support. Sub-contracting or tie-ups will not be allowed.
- Intended bidders must submit the following documents along with their quotations:
 - IT and ST clearance certificates along with copy of PAN card and GST registration should be furnished.
 - Bidder's registered address, functional contact email address, phone number(s) and Fax number(s), etc.
- Last date for submission of quotations: **01/08/2023 up to 02 p.m.**
- 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 **Purchase Section, Rabindra Bharati University, E.B. Campus, 56A, B.T. Road, Kolkata - 700050.**
- Prices should be quoted in Indian Rupee inclusive of all taxes, packing, freight charges, delivery & installation at E.B. Campus, 56A, B.T. Road, Kolkata – 700050 of the university.
- University reserves all the rights to reject any or all the quotation(s) without assigning any reason.
- University reserves all the rights to cancel this tender at any point of time without assigning any reason.
- Delivery and Installation** should be made within **3 days** from the date of purchase order.
- Warranty:** The products should carry minimum **3 years** warranty.
- Scope of work** shall include delivery, installation and warranty support for 3 years.
- Security Deposit:** Security deposit at the rate of 10% of value of purchase order shall be deducted from bill. Security deposit shall be released on submission of bills in triplicate after one year from the date of completion of job.
- Payment:** Payment shall be made after deduction of taxes, etc. as per prevailing government rules. 90% Payment shall be made on submission of bills in triplicate after completion of job. Remaining 10% (security deposit) shall be made on submission of bills in triplicate after one year from the date of completion of job.
- All legal disputes shall be subject to the Kolkata jurisdiction.

Finance Officer