



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610

Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in fax: (033) 2556-8079

Ref. No Pur/TN/008/2026-27

Date: 31.08.2026

Notice Inviting Tenders

Sealed quotations are invited from the authorised dealers/reputed companies for repairing/replacement of required components for ensuring serviceability of **Photocopier Machine** installed at **Examination Department**(E.B.Campus) of Rabindra Bharati University within 08.09.2026 (4 pm) at purchase section (E.B. Campus). Only authorised dealers/reputed companies shall be allowed to participate in the tender process **(No intermediate General Suppliers will be allowed to participate in the Tender process)**.

Sl.No	Description of works	Make/ Model No	Qty	Rate:	Amount : (Incl.GST)
01.	Repair of Canon digital Multifunction Photocopier machine	CANON iR-4225	01 No		

Note: Bidders are advised to inspect (12 noon to 4pm) the above said Machine installed at Examination department of Rabindra Bharati University before submitting quotation.

Terms and Conditions

- 1. Relevant documents/Credentials like, valid Trade License, GSTN certificate,PAN, must be submitted along with the sealed Tenders, failing which quotations shall be summarily rejected**
2. The goods shall be of the best materials.
3. Prices should be quoted in above format in specified place; otherwise it is liable to be cancelled.
4. Parties are requested to mention on the sealed envelope: **"Repairing of Photocopier Machine"**
5. Incomplete quotation shall be summarily rejected.
6. Price should be quoted in Indian rupee inclusive of GST, delivery charges.
7. Subcontracting in any form will not be entertained by the University.
8. All the disputes arising out of the order if any shall be subject to the jurisdiction of Kolkata only.
- 9. For any further details / inspection / query, please contact the Examination department of the University.**
10. Last date of submission of quotations within 08.09.2026(4.00 pm)
11. University reserves the right to cancel this tender at any point of time without assigning any reason whatsoever.
12. Only authorised/reputed Vendors having their registered sales and service office in Kolkata are allowed participate in this tender process.

Registrar(Acting)