

# UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE A



P.O. North Bengal University, Siliguri  
Dist – Darjeeling, Pin - 734013

समानो मन्तः समितिः समानी

## NOTICE

*Sealed quotations are invited from the prospective vendors to carry on the repair work of Canon Photocopier (iR 2530) at the UGC-HRDC, NBU. All quotations are to be submitted accompanying with GST & PAN photocopies, duly stamped and signed along with valid certificates as sole distributor / dealership, if applicable, to The Professor – Director, UGC – Human Resource Development Centre, University of North Bengal within (10) days from the date of advertisement. For further query in this matter please contact the office of the Professor - Director. For more details please visit the NBU website ([www.nbu.ac.in](http://www.nbu.ac.in)).*

*Advt. No. : 72/R-2021*

*Date: 24.12.2021:*

*Registrar (Signature)  
University of North Bengal*

**UGC-HRDC**  
**University of North Bengal**

**Quotation Notice**

**Repairing of Canon Photocopier (iR 2530) of the UGC-HRDC, NBU.**

<b>Model No.</b>	<b>Qty.</b>	<b>Nature of Problem</b>	<b>Present Condition</b>
Canon iR-2530	01	power supply unit damaged	Non-functional

**TERMS AND CONDITIONS:**

- Copy of current year PT challan, trade License, PAN card, GST registration certificate duly signed & stamped shall be accompanied with the technical bid documents. [Non Statutory Documents]
- Rate should be inclusive of all taxes and charges. However, rate of GST and amount should be shown separately.
- Quotation should be valid for at least three months.
- The items, so required for the repair are to be assured with warranty.
- On receipt of the work order, the repair work has to be carried within 7 days.
- All payment will be made as per financial rules of the University of North Bengal. Payment advice shall be issued only after one week of successful operation of the installed items.
- Selection of the agency will be made on the basis of both technical and financial bids, The technical bid and the financial bid should be sealed by the bidder in separate cover duly super scribed and both the sealed covers are to be put in a bigger which souled also be sealed and duly super scribed. The technical bids will be opened Office at the first instance and evaluated. At the second stage, financial bids of only the technically acceptable offers will be open for furnishing value and ranking for finalization and awarding of the contract. After evaluation the highest rate of discount (H1) financial bids from among the technically qualified bidders will be accepted.
- The University authority reserves the right to accept or reject any/ all quotation(s) without assigning any reason and shall not be bound to accept the lowest quotation.