

# UNIVERSITY OF NORTH BENGAL



Email—ue@nbu.ac.in

## OFFICE OF THE CHIEF ENGINEER

(Raja Rammohunpur, PO-North Bengal University, Dist-Darjeeling, Pin-734013)

Ref. No.:

Date:25/05/2022

### Abridged Notice Inviting Quotation

NIQ No. - NBU/CE/60/22-23

Sealed quotations are invited from the reputed vendor(s)/suppliers **on their letterhead** as per the following format for the printers required by the University of North Bengal at Raja Rammohunpur, Siliguri, Darjeeling---

SL. NO	MATERIAL NAME	SPECIFICATION	Qty. reqd.	Total amount (including all taxes and profit)
01)	PRINTER	<ul style="list-style-type: none"><li>Brand &amp; model – HP LaserJet M1136 / Canon imageCLASS MF3010 or equivalent</li><li>Scanner type- Flatbed</li><li>Function Supported- Print, Scan, Copy</li><li>Printer Type- Multi-Function</li><li>Warranty- As per manufacturer specification</li></ul>	02	
Total (in Rs.)=				

Last date & time of submission of quotation--- 02/06/2022 up to 2.00 p.m

Tentative date & time of opening of quotation--- 02/06/2022 up to 2.30 p.m

### Terms and Conditions:

- The following documents are required to be uploaded/attached with the quotation—
  - Valid Trade License.
  - PAN card.
  - GST Registration certificate.
  - Valid PT certificate/challan.
  - EMD –A sum of Rs. 1000.00 (Rupees one thousand only) in the form of CTS Demand Draft from any Bank as recognized by the RBI in favour of University of North Bengal payable at Siliguri is to be submitted with the tender documents as earnest money deposit, failing which the tender/quotation will be treated as cancelled. EMD will be released after expiry of warranty period from the date of successful supply/installation and maintenance of warranty/guarantee in case of successful bidder. Otherwise, shall be forfeited.**
- Quoted rate should be valid for at least 4 (four) months.
- Price should not exceed MRP/Latest price-list of the manufacturer, if any, and should be inclusive of all taxes as mentioned in the format.**
- L1 will be calculated/finalized on basis of gross lowest quoted rate.**
- Time of delivery shall be reckoned **10 (ten) days** from the date of receipt of work order.

- f) **Warranty** period will be considered as per **manufacturer specification** from the actual date of supply/installation.
- g) Taxes will be deducted as per prevailing Government norms.
- h) Payment will be made through account payee cheque.
- i) Price shall be quoted in Indian Rupees (INR).
- j) All material(s) supplied by the vendor(s) from the market should possess IS specification or as recommended in the tender notice or as approved by the Chief Engineer or by his authorized representatives.
- k) Quantity of materials required may vary as per requirement of the University authority. Quantity required may increase or decrease as per decision taken by the University authority.
- l) Recommendation of payment will be done only after successful delivery, installation & commissioning of the materials, as applicable.
- m) Bidders are requested to be present at the time of opening of quotations/tenders.
- n) For any further detail bidders may contact the office of the undersigned during office hours except Saturday, Sunday and Holidays.
- o) Whatever the reasons may be, no claim of idle labour, enhancement of labour rate, additional establishment cost, cost of TOLL and hire & labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.
- p) The Chief Engineer, NBU reserves the right to deny or accept or reject any or all the applications and to amend/change/supplement/cancel any clause or the whole tendering process, at any point of time without any obligation & assigning any reasons what-so-ever and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for such action.
- q) University authority has the liberty to take administrative/legal steps as they deem fit against the successful bidder at their discretion if the warranty/guarantee/services are not provided properly and in time by the agency/service provider. For any discrepancies, decision taken by the Vice Chancellor, University of North Bengal is final and binding.

Chief Engineer  
University of North Bengal