



RABINDRA MAHAVIDYALAYA

Affiliated to the University of Burdwan
Champadanga, Hooghly, West Bengal, Pin.-712401

Estd.- 1971



Ref. No. RM/29/23

Date. 08.02.2023

TENDER NOTICE

জরুরি ক্রয়ের টেন্ডার কোটেশন তথা দরপত্র আমন্ত্রণ বিজ্ঞপ্তি -3

URGENT PURCHASE TENDER CUM QUOTATION INVITATION NOTICE - 3

(Displayed at College Notice Board)

Sealed Quotations are invited for Supply of "HP Laser Jet 1020 Plus Printer", "Lenovo 3000G430 Laptop Charger" and "Acer MS2264 Laptop Charger" for Internal Quality Assurance Cell (IQAC)

1. Sealed quotations for Cost of Purchase not exceeding Rs. 25,000/- (Twenty Five thousand only) with judiciously comparable rates in the physical and ecommerce (amazon.com, filpkart.com, ebay.com, snapdeal.com etc, others if any) marketplaces for the stated **Category: Equipments for Internal Quality Assurance Cell (IQAC)**, Rabindra Mahavidyalaya, Champadanga, Hooghly, W.B., PIN: 712401 are invited for Rabindra Mahavidyalaya, P.O. Champadanga, Dist.- Hooghly, W.B..
2. **One Set of complete and sealed quotation in separate cover**, mentioning "Sealed Quotation for Supply of Equipment for the office of the Principal" in bold letters in the title to be sent and reached accordingly to the college office. The said quotation should be sent either through **Speed Post** addressed to the Principal, Rabindra Mahavidyalaya, Champadanga, Hooghly or by messengers personally and reached at the said office or the same should be deposited at the **Tender Box** in the Ground Floor beside **Room No. 6** of the institution up to **11:30 a.m. of 15/02/2023 (Wednesday)**, and the same will be opened at **12:15 p.m. on 15/02/2023 (Wednesday)**. Interested bidders may be present at the Tender Opening meeting at the scheduled time either by sending their authorized representatives or by themselves.
3. Incomplete Quotations or quotations with insufficient information if received will be summarily rejected. On any aspect regarding the purchase process, the decision of Purchase Sub-Committee of Rabindra Mahavidyalaya, Champadanga, Hooghly is final. Interested bidders are requested to visit the official website www.rabindramahavidyalaya.ac.in for reference information, if any. The sealed quotation should clearly mention the rates of the different items inclusive of all necessary expenses or charges for delivery and/or installations or the others, if any.
4. The sealed quotation should be accompanied at least with the documents of Registration of the supplier firms, shop or dealership along with their license documents etc.; CST / VAT / GST registrations, if any a desirable criterion; other registration certificates from the statutory agencies, if any; a copy of this Tender Notice; and their account details for electronic payment or banking transfers.(optional).
5. The machine price should include three years of Non Comprehensive Annual Maintenance Contract that includes only Service and Preventive Maintenance without any Parts and Consumables after the expiry of the date of WARRANTY PERIOD. The quoted price should separately include the Non Comprehensive Annual Maintenance charge along with its basic price.
6. The respective Quotation Price should explicitly include the delivery and transport costs, and all other incidental charges, and if the bidder/s do not mention any such costs, it will be assumed that it would incur no such costs. **There is no Tender Fee.**


Principal
Rabindra Mahavidyalaya
Champadanga, Hooghly (W.B.)



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7. An Earnest Money, if imposed, is refundable only on completion of Work Order, and the same will be fixed on the tender opening date on a case to case basis by the Purchase Sub-Committee of the College.
8. The vendors should provide authenticated copy of the Original Equipment Manufacturer (OEM) Certificate of the product. Sales and Service credentials (customers list) is mandatory for a minimum period of last three years for the purchase of the item mentioned in the tender notice.
9. Brief specification of the **Equipments to be purchased** for the said office is given in **Annexure A** and interested bidders may visit the college website www.rabindramahavidyalaya.ac.in for the other details.

Annexure A

Sl. No.	Item	Make/Model	Detailed Specifications	Quantity	Department
1	Printer	HP Laser Jet 1020 Plus	Laser, Single Function Monochrome, Black Printer	02	IQAC
2	Laptop Charger	Lenovo 3000G430	Charger with Adapter	01	
3	Laptop Charger	Acer MS2264	Charger with Adapter	01	

10. Mandatory Conditions:

- I. The products will be checked and verified by the respective office of the College at the time of receipt of the equipments and after installation (if required) as well. On being satisfied, the payment will be made to the bidder who has received the work order.
- II. The delivery and installation has to be done within 15 days from the issue of the work order. If the bidder fails to do so the work order will be treated as cancelled.
- III. If anything found in violation of the tender notice and work order, the work order will be cancelled and the college authority will bear no responsibility of either of the vendor's preliminary delivery or installation cost or any other thereof.


Principal
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