

# UNIVERSITY OF NORTH BENGAL

**Office of the Registrar**

Accredited by NAAC with 'A' Grade



ENLIGHTENMENT TO PERFECTION

## Quotation Notice

Sealed quotation is invited from reputed vendor for supply of Desktop Computer Scanner, Fax and Anti-virus for Finance Branch, University of North Bengal. For details please visit [www.nbu.ac.in](http://www.nbu.ac.in)

**Advt. No. 251/R-2019 Date : 07.02.2019**

**Registrar**

# University of North Bengal

Accredited by NAAC with Grade 'A'



P.O. Raja Rammohunpur  
Dist Darjeeling  
Pin 734013

“Enlightenment to Perfection”

## Office of the Finance Officer

### Notice

Sealed quotation is invited from the reputed vendor for the supply of following items in the Office of the Finance Officer, University of North Bengal, P.O. Raja Rammohunpur,

Name of the Item	Specification	Quantity (Approx)
Desktop Computer	Processor Core i3, 6 <sup>th</sup> Generation or above, 4GB DDR4 RAM, 1(One) TB HDD, 18.5” Monitor with Keyboard and Mouse.	04
Antivirus	Quick heal - Pro for 3 years, 15 users	01
Scanner	Multi page auto feed duplex scanner, minimum 50 page input capacity	01
Fax Machine	A4 Plain Paper Laser Fax, Ultra High quality imaging	01

#### **Terms and conditions :**

- (1) Rates should be quoted in Indian Rupees (INR).
- (2) Taxes will be deducted at source as per prevailing rules of Central and State Government.
- (3) Copy of current year Trade License, PAN card, GST registration certificate duly signed & stamped shall be accompanied with the technical bid documents. [Non statutory documents]
- (4) The University reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reason or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
- (5) The quoted rates must be valid for six month.

- (6) Selection of the vendor 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 cover which should also be sealed and duly super scribed. The technical bids will be opened by the office at the first instance and evaluated . At the second stage, financial bids of only the technically acceptable offers will be opened for furnishing value and raking before finalization and awarding of the contract. After evaluation the lowest rate (L1) financial bid from among the technically qualified bidders will be accepted.
- (7) 92% of the bill value of Server will be paid after supply and satisfactory installation of the same at the NBU Campus, The remaining 8% of the bill value respectively shall be kept aside as Security Deposit which will be paid after three months from the date of satisfactory installation & operation, subject to redress of complaints, if any.
- (8) The tenderers may remain present at the opening of tender.
- (9) For any clarification regarding tender please contact with the Accounts Officer ( Tel. no : 0353-2776364).
- (10) The duly filled in Tender paper is to be sent to the under noted address within 7(seven) days from the date of advertisement.

To  
The Finance Officer (Offg.)  
University of North Bengal,  
Raja Rammohunpur,  
P.O. NBU, Dist: Darjeeling,  
Pin- 734013



Finance Officer (Officiating)

University of North Bengal