

UNIVERSITY OF NORTH BENGAL



Enlightenment to Perfection

OFFICE OF THE UNIVERSITY ENGINEER

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

Ref. No.:

Date: 22/1/2019

Abridged Notice Inviting Quotation

NIQNo. - NBU/UE/ 140/18-19

Sealed quotations are invited from the reputed vendors/agencies on their letterhead for the following supply & installation of materials required by the University of North Bengal at their campus at Shivmandir, Siliguri, Dist-Darjeeling---

Description of item	Abridged Specifications	Make & model	Quantity required in no.
Supply, installation & commissioning of Colour Multifunction Printer	Specifications--as per manufacturer product code and model number, Warranty-as per manufacturer specifications.	HP Colour Laser Jet Pro MFP M477fdw, product no-CF379A.	01 (one)

Last date and time for submission of quotation---01/02/2019 up to 2:00 pm.

Tentative date and time for opening of quotations---01/02/2019 after 2:30 pm.

Terms and Conditions:

- a) The following documents are required to be attached with the quotation—
 - i) Valid Trade Licence.
 - ii) PAN.
 - iii) GST Registration certificate.
 - iv) **EMD –A sum of Rs.1500.00 (rupees one thousand five hundred only) in the form of CTS Demand Draft from any Nationalized Bank in favour of University of North Bengal payable at Siliguri is to be attached with the tender documents as earnest money deposit, failing which the quotation will be treated as cancelled. EMD will be released after expiry of warranty period in case of successful bidder.**
- b) Quoted rate should be valid for at least 4 (four) months.
- c) Vendor must have working office and service centre in West Bengal, preferably at Siliguri.
- d) Brochure and specification sheets of the product to be available in public domain.
- e) **Price should not exceed MRP/Latest price-list of the manufacturer, if any (GST to be considered as per norm).**
- f) Time of delivery, installation & commissioning shall be reckoned 21 (twenty-one) days from the date of receipt of work order.
- 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 University Engineer or by his authorized representatives.
- k) Tools and tackles for any installation work as required shall have to be arranged by the agency at their own cost.
- l) Agency shall maintain & comply with all standard/relevant safety norms and measures at their own cost during installation of such equipment.
- m) 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.
- n) Recommendation of payment will be done only after successful delivery, installation & commissioning of the materials.
- o) Bidders are requested to be present at the time of opening of bids.
- p) For any further detail bidders may contact the office of the undersigned during office hours except Saturday, Sunday and Holidays.
- q) 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.
- r) Quotation shall be submitted in favour of "The University Engineer, University of North Bengal, PO—North Bengal University, Raja Rammohunpur, Dist—Darjeeling, Pin-734013".
- s) The University 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.
- t) 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. And for any court cases the jurisdiction will be Calcutta High Court.

Sd/-

University Engineer
University of North Bengal

Sd/-

Registrar
University of North Bengal

Advt. No. 238/R-2019

Date: 28.01.2019