



RABINDRA MAHAVIDYALAYA

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

Estd.- 1971



Ref. No. RM/168/22

Date 29-11-2022

জরুরি ক্রয়ের টেন্ডার কোটেশন তথা দরপত্র আমন্ত্রণ বিজ্ঞপ্তি - ১

URGENT PURCHASE TENDER CUM QUOTATION INVITATION NOTICE - 1

(Displayed at College Notice Board)

Sealed Quotations are invited for Supply of Cannon Copier Machine Model No. IR-2206 and/or Konica BIZHUB 185en along with exchange price of old "Xerox" copier machine for the office of the Principal

1. Sealed quotations for Cost of Purchase not exceeding Rs. 60,000/- (sixty 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: Equipment for the office of the Principal**, RabindraMahavidyalaya, Champadanga, Hooghly, W.B., PIN:712401.
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, RabindraMahavidyalaya, 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 P.M. of 07/12/2022(Wednesday), and the same will be opened at 12:30 p.m. on 09/12/2022 (Friday). 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, the decision of Purchase Committee of RabindraMahavidyalaya, Champadanga, Hooghly is final. Interested bidders are requested to visit the official website www.rabindramahavidyalaya.org for reference information, if any. The sealed quotation should clearly mention the of rates of the different items inclusive of all necessary expenses or charges for installations or the others, if any.
4. The sealed quotation should be accompanied at least with the documents of Registration of the firms, shop or dealership or license documents etc.; CST / VAT / GST registrations, if any; other registration certificates from statutory agencies, if any; a copy of this Tender Notice; and their account details for electronic payment or banking transfers (optional).
5. Quotation Price should include the delivery and transport costs, and all other incidental charges. There is no Tender Fee. 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 Committee.



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6. Brief of the Equipments to be purchased along with exchange of old equipment for the said office is as follows in Annexure A and also visit the college website www.rabindramahavidyalaya.org for the other details.

Annexure A

Sl No.	Particulars	Company	Quantity	Department
1	New purchase of Photocopier Canon Model IR-2206 and/or <u>Konica BIZHUB 185en</u>	Cannon and/or Konica	01	Office of the Principal
2	Exchange price of old Photocopier machine, Webster, NY 14580, 15 years old, non-functioning	Xerox Corporation	01	

7. Mandatory Conditions:

- I. The products will be checked and verified by the respective office 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 of issue of the work order. If the bidder fails to do so the work order will be treated 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 the others thereof.

Principal
Rabindra Mahavidyalaya
Champadanga, Hooghly(W.B)