



RABINDRA BHARATI UNIVERSITY
Emerald Bower Campus: 56A B. T. Road, Kolkata-700050
Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007
PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610
Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in fax: (033) 2556-8079

Ref. No Pur/TN/04/2020

Date: 06.02.2020

Notice Inviting Tenders

Sealed quotation is invited from the authorized dealers/reputed companies for supplying and installation of following **Laser Printer** for Office of the Secretary **Faculty Council** of Rabindra Bharati University, E.B. Campus within 13.02.2020 (3.00pm). Only authorized dealers/ reputed companies capable of supplying/installation of said items shall be allowed to participate in the tender process (**No intermediate General Suppliers will be allowed to participate in the Tender process**).

Sl.No	/Description of Item	Specification	Qty	Rate: (G.S.T.)	Amount: (Incl. G.S.T.)
01	Laser Printer	HP LaserJet 202N	01		

Terms and Conditions

- 1. Relevant documents/Credentials like, valid Trade License, GSTN certificate, PAN, must be submitted along with the sealed Tenders, failing which quotations shall be summarily rejected**
2. The goods shall be of the best materials.
3. Prices should be quoted in above format in specified place; otherwise it is liable to be cancelled.
4. Parties are requested to mention on the sealed envelope: **“Quotation for Laser Printer”**
5. Incomplete quotation shall be summarily rejected.
6. Price should be quoted in Indian rupee inclusive GST, delivery and installation charges.
7. Subcontracting in any form will not be entertained by the University.
8. All the dispute arising out of the order shall be subject to the jurisdiction of Kolkata only.
9. For any further details / inspection / query, please contact at purchase department of the University.
10. Last date of submission of quotations within 13.02.2020(3pm)
11. University reserves the right to cancel this tender at any point of time without assigning any reason.
12. Only authorized dealers having their registered sales and service office in Kolkata should participate in this tender.
13. Delivery and installation of ordered items should be made within 15 days from the date of purchase order failing which the purchase order may be cancelled.
- 14) **Payment:** a) 90% of order value will be paid on submission of bill in triplicate.
b) Remaining 10% will be returned by the university as security Deposit and shall be paid after completion of warranty period whichever are later if the services of the party found satisfactory.

Registrar