



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/04/2021

Date: 05.02.2021

Notice Inviting Tenders

Sealed quotations are invited from the authorized dealers/reputed companies for supplying and installation of **both side (duplex) laser printer** for Registrar office of Rabindra Bharati University within 12.02.2021(3.00 pm) at purchase section (E.B. Campus) .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	Specification/Description of Item	Qty	Rate: (G.S.T.)	Amount: (Incl. G.S.T.)
01.	Duplex Laser Jet Pro M305 dnPrinter Make : HP Warranty: One year	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 both side (duplex) laser printer 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 12.02.2021(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 salea and service office in Kolkata should participate in this tender.
13. Delivery and installation of ordered items should be made with in 15 days form 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 wich over is later if the services of the party found satisfactory.

Registrar