

INVITATION OF QUOTATIONS

Sealed quotations/proposals are invited for the supply of Photocopier Machine as per details and specifications mentioned below for the purchase. The duly sealed quotations/proposals should reach **The Teacher-in-Charge, Netaji Satabarshiki Mahavidyalaya, Ashoknagar** (TIC's office), latest by **May 24, 2023** upto **3:00 pm**. Otherwise the quotation/proposal will be out-rightly rejected. The cover containing quotation should be labelled as **"Quotations/Proposal for Photocopier Machine.**

Sl No	Description/Specification of Items	Qty	Rate:	Amount: (Incl. GST)
1.	Photocopier Machine : 22ppm/33ppm/high quality copier	1		

Terms & conditions:

All vendors are required to take note of following while the quotations and must comply with the same:

1. The rates quoted shall be valid for a minimum period of one year from the last date of receiving the quotation/proposal last date fixed for the receipt of quotations/proposals.
2. The rates quoted shall be for free delivery and installation at NSM site. The price quoted should include the cost of the unit plus accessories required for the functioning if any.
3. All electric equipment must affirm to standards, and work on standard voltage supply.
4. User list of the quoted document may also be additionally provided for reference, especially supplies made to Colleges and or any Universities.
5. Prices should be inclusive of all types of expenditure.
6. Supply is to be made by any convenient mode of transport at supplier's risk.
7. The supplier should possess valid license issued by Government authority for sale of items as stated in invitation of quotation/proposal; letter and copy of the same must be attached.
8. The suppliers are requested to follow all the norms and guidelines framed by the Government of India in respect of stated items and copy of the same must be attached.
9. In case the material is supplied through an authorized agent, manufacturer shall be responsible for the successful installation of the equipment. The manufacturer shall be liable to any penal action for the shortcomings of the authorized agent. Any payment that is to be made separately to the agent (if any) shall be clearly mentioned in the quotation.
10. Minimum One year warranty has to be invariably provided by the firm.
11. The College reserves the right to consider the quoted price separately or in a consolidated manner in respect of different items. Price should be quoted in Indian rupee inclusive of GST.
13. The TIC, Netaji Satabarshiki Mahavidyalaya, Ashoknagar reserves the right to give work order to any firm not necessarily to the one with lowest quotations if another company provides better configuration or the lowest bidder does not adhere to all the guidelines If any discrepancy/concealment of facts comes into notice of the College Authority, the payment will be withheld.
14. Manufacturers/dealers blacklisted by WBSU need not apply. All are required to furnish the undertaking for the same.

15. Relevant documents/Credentials like copies of valid Trade License, GSTN certificate, PAN must be submitted along with the sealed Tenders, failing which quotations shall be summarily rejected.
16. If the rates are accepted and order is placed, the supply will have to be completed within a fortnight or the period specified in the order letter, from the date of the order.
17. However, if it is found that the quality of goods supplied by the firm is sub-standard or not according to the specifications or the same inspected, the TIC shall have the right to order removal of goods at the firm's own cost and risk or to withhold payment or impose suitable fine, depending upon the circumstances.
18. Only authorised vendors having their registered sales and service office in Kolkata should participate in sending proposals.
19. For any further details / inspection / query, please contact Dr. Moutusi Basak, Convener, Purchase Sub-Committee—9830265794.
20. Last date of submission of Tenders within 24 .05.2023 (3pm)
6. Parties are requested to mention on the sealed envelope: "Quotation for Photocopier Machine.
21. Incomplete quotation shall be summarily rejected.