

No. : L/694/9/17-18, dated 08.03.2018

**UNIVERSITY OF CALCUTTA
CENTRAL LIBRARY
87/1 COLLEGE STREET
KOLKATA – 700 073**



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From :
The University Librarian

8 March 2018

Subject : Quotation for purchase of Toner for various models of photocopier machines installed at Central Library, College Street and at other Campus Libraries of University of Calcutta

Sealed Quotations are invited from reputed agencies for purchase of Toner for various models of photocopier machines installed at Central Library, College Street and at other Campus Libraries of the University, as per details given below.

Sl. No.	Description	Quantity required	Rate per piece (in Rs.)	Total Amount (in Rs.)
1	Toner TN 118 for Konica Minolta Bizhub 195 digital photocopier	22 no.s		
2	Toner for Canon 4225 digital photocopier (Black & White)	3 no.s		
3	Toner for Canon 3320 digital photocopier (Colour)	1 no.		
4	Toner for Ricoh Aficio MP C2030 digital photocopier (Colour)	1 no.		
Total				

Terms and Conditions :

1. The Bidder should be the authorized Dealer / Distributor of Konica Minolta as well as Canon and Ricoh branded photocopiers with own Registered office at Kolkata. Copy of the current said authorization is to be attached.
2. The Bidder should have at least three years experience in supplying of Toners of Konica Minolta, Canon & Ricoh branded photocopiers in any Govt. / Semi-Govt. Dept. / PSU.
3. Bidders are requested to quote for original / genuine items only. Any type of recycled / refilled Toners will not be accepted.
4. The selected agency shall supply the required items within 5(five) working days from the date of placing the supply order.
5. The quotation should clearly indicate the total price in details, inclusive of delivery, installation, all types of relevant taxes and charges.
6. No advance payment will be made.
7. Photocopy of valid Trade License, Pan Card, and other relevant documents are to be submitted with the sealed quotation.
8. The rate should be quoted as per the proforma attached. No other format shall be accepted.

Quotations should be submitted in a sealed envelop by 19 March, 2018 within 4 pm, to the University Librarian, University of Calcutta, 87/1 College Street, Kolkata – 700073. The offer received after the stipulated date will not be entertained.

University Librarian

Quotation Proforma

To,
The University Librarian,
University of Calcutta, 87/1 College Street, Kolkata – 700073

Sub. : Offer of rates for purchase of Toner for various models of photocopier machines installed at Central Library, College Street and at other Campus Libraries of University of Calcutta.

Sir,
In accordance with your Quotation bearing No. _____ dated _____, I beg to apply and offer for the above said work. Necessary particulars of mine / us are given below :

1.	Name of the Agency :	
2.	Name of the owner :	
3.	Address for correspondence :	
4.	Mobile Number :	

Our rate for the work :

Sl. No.	Description of the Work	Quantity required	Rate per piece	Amount
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Total				

Declaration :

I hereby declare that (a) the statements made in this application are true, complete and correct to the best of my / our knowledge and belief and in the event of any information found false / incomplete, my / our candidature is liable to be cancelled / rejected; (b) Original documents/certificates will be produced on demand. (c) I/we agree to abide by the terms and conditions of the Quotation.

Place :

Date :

(Full signature of the Owner / Agency with seal)