




UNIVERSITY OF CALCUTTA
REGISTRAR DEPARTMENT
87/1 College Street
Senate House
Kolkata-700073
Website :-www.caluniv.ac.in

Notice Inviting Quotation

University of Calcutta invites sealed quotation from resourceful and bonafied contractors for the following work

1.	N.I.Q. No	:	R/Nano/Com/01/2020	Dated:-04-03-2020
2.	Name of Work	:	Purchase of Desktop PC, Flatbed Scanner, Colour laser printer with network at the CRNN, University of Calcutta, JD-2, Salt Lake City, Kolkata 700098.	
3.	Estimated Cost put to Tender	:-	NA	
4.	Earnest Money	:-	2% of the Quoted amount in INR, in the form of demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender for earnest money, failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender, the EMD will be returned on application after completion of the work. For exemption of EMD, MSME/NSIC Certificate for relevant trade licence to be submitted.	
5.	Time of completion	:-	10 days from the issuing of work order.	
6.	Eligibility Criteria	:-	The Agency should submit in a sealed envelope the following documents: Copy of Valid trade License , GST & Pan and credential for satisfactory completion of similar nature of jobs under Government, Government Undertaking and state run Universities & autonomous institutions with the Bid Documents and NIT copy , Original EMD draft or NSIC/MSME Certificate.	
7.	Terms & Conditions	:-	<ol style="list-style-type: none">1. Sealed tenders with the relevant documents as mentioned above must be submitted at the Office of the CRNN, University of Calcutta, JD-2, Salt Lake City, Kolkata 700098 ,within the stipulated time. Failing which the Tender will be rejected.2. The details of Tender documents to be downloaded from the website address of the University (www. caluniv.ac.in) and the Bid document to be filled and signed by the intending Bidder/Agency.3. The Work order will be awarded to the Lowest (L1) valid Bidder.4. The quoted rate should be inclusive of all Govt taxes, loading, unloading, carriage etc complete.5. No extra payment to be paid beyond the tendered amount.6. The Tender Inviting Authority reserves the right to accept or reject any tender without assuring ant reasons.7. Guarantee Period:- 1 year (No extra payment will be made for any maintenance or up gradation of software package during the guarantee period.8. If the Agency fails to complete work within the completion time then the EMD amount will be forfeited and the Agency will be debarred for applying any tender for 3 years in the University.	
8.	Last date of Sale/ issue of tender papers		TO BE DOWNLOADED FROM WEBSITE.(www. caluniv.ac.in)	
9.	Last Date and Time of tender Submission	:-	13/03/2020 (up to 2.00 PM)	
10.	Date and Time of Tender Opening	:-	On or after 3:00 PM 13/03/2020	

N.I.Q no ,Name of work and the date of opening should be written on the sealed envelope otherwise tender will not be opened thus cancelled.


04/03/2020
Registrar, C.U.



UNIVERSITY OF CALCUTTA

Name of the work:- Purchase of Desktop PC, Flatbed Scanner, Colour laser printer with network at the CRNN, University of Calcutta, JD-2, Salt Lake City, Kolkata 700098.

N. I.T. no- R/Nano/Com/01/2020

Dated: 04-03-2020

Name of Agency:

Address of Agency:

Bid Amount quoted by Agency:.....

Signature of the Agency with date & stamp:-

Name of the work:- Purchase of Desktop PC, Flatbed Scanner, Colour laser printer with network at the CRNN, University of Calcutta, JD-2, Salt Lake City, Kolkata 700098

SI No.	Description of the scrap items	Quantity	Rate	GST	Total Rate (Inclusive of All Govt. Taxes) Loading, Unloading, Carriage etc. complete	Amount
1.	Desktop PC:- 9 th Generation Intel Core i5 processor / 8GB RAM / 256GB SSD (Boot) + 1TB HDD/ Windows 10 Pro / MS Office 2019 / 19.5" Monitor with 3 year premium support warranty (onsite) – (e.g. Dell Inspiron 3471or equivalent models by any other reputed brand)	4 Nos				
2	Flatbed Scanner:- Flatbed document and photo scanner with high resolution (4800 dpi), save as PDF option and compatibility with Windows 10 (e.g. Canon LIDE300 Scanner or equivalent models of any reputed brands)	1 No				
3	Colour laser printer with network:- Canon Image Class MF631Cn All in One A4 Colour Laser Printer (with Network) or equivalent models of any reputed brands	1 No				

N.B. – The rate should be inclusive of all Taxes such as GST, Service Tax, etc and loading unloading etc complete.

Signature of the Agency with date & stamp:-