



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Deputy Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in ★ Email: deputyregistrar@ugb.ac.in

P.O.: Mokdumpur, Dist.: Malda, Pin – 732 103, West Bengal, India

Ref. No.: 213/UGB/DR-24

Date: 25.06.2024

NOTICE INVITING QUOTATION

NIQ No.: 213/UGB/DR-24, Dated: 25.06.2024

Name of the Work: - 'Supply and Installation One Black and White Laser Jet Printer and Two UPS of the Office of the IQAC, University of Gour Banga, Malda, West Bengal, India'

Sealed Quotations are invited from bonafide reputed vendor/suppliers having valid Trade License/ Registration Certificate of incorporation/ Deed of partnership to quote their rate (in sealed envelope) for 'Supply and Installation Supply and Installation One Black and White Laser Jet Printer and Two UPS of the Office of the IQAC, University of Gour Banga, Malda, West Bengal, India'.

Sl. No.	Name of the Work	Quantity	Specifications	Rates to Quoted inclusive all taxes and service charges
1.	Supply and Installation One Black White Printer along with Photocopy facility	1 Unit	<ul style="list-style-type: none">One Black and White Laser Jet Printer and Scanner,Multifunction (Print, Copy, Scan)Preferable Brand: HP LaserJet 1136 MFP or equivalent	
2.	Supply and Installation Two UPS	2 Unit	<ul style="list-style-type: none">220 Volt600 KVA	

General Terms and Conditions:

1. The quotation should be submitted by the Agencies in sealed envelope in their original letter head clearly indicating the aforesaid Item rates in details. Name of work and NIQ No. are to be mentioned on the top of the envelope.
2. No EMD to be deposited by the bidders.
3. Taxes shall be deducted as per Govt. norms.
4. Price quoted should be inclusive of all taxes i.e., GST, & other charges.
5. Price quoted should not increase the Maximum Retail Price.
6. Validity of the quotation will be one year from the closing date of the enquiry.
7. Bidders must as far as possible, arrange to supply the above within the stipulated time to be mentioned in the purchase order after selection. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
8. The Agency will be required to follow professional ethics and regulatory rules/ laws, if any, while dealing with UGB and ensure confidentiality in matters that may become detrimental/ cause loss or damage to the interest/ image of UGB in any manner.
9. The University of Gour Banga reserves the right to amend or cancel the scope of the work.

10. The sealed quotations are to be submitted along with valid Trade License/ Certificate of Registration of incorporation/ Deed of partnership, PAN, GST Registration Certificate, Income Tax Return, Balance sheet and P&L Accounts for last two years, credential etc. at the office of the Convener, Tender and Purchase Committee.
11. The date and time of submission of sealed quotation: **26.06.2024 – 03.07.2024** (Within 11:00 am to 05:00 PM). Date of opening of tender paper: **04.07.2024 at 03:00 PM**. Any quotation received after the prescribed deadline shall not be considered irrespective of rates.
12. The sealed quotations should be addressed to: The Deputy Registrar (Addl. Charge) & The Convener, Tender and Purchase Committee, University of Gour Banga, Malda-732103, W.B, India.
13. In all cases of disputes, the decision of the University Authority shall be final.
14. At the time of opening the tender, the bidders may attend and for any further enquiry please contact at the Deputy Registrar (Addl. Charge), University of Gour Banga, Malda-732103, W.B, India.



**Deputy Registrar (Addl. Charge)
& Convener, Tender and Purchase Committee
University of Gour Banga
DEPUTY REGISTRAR (A/c)
UNIVERSITY OF GOUR BANGA**

Copy forwarded for information to:

1. The Hon'ble Vice-Chancellor, University of Gour Banga.
2. The Registrar (Addl. Charge), University of Gour Banga.
3. The Finance Officer, University of Gour Banga.
4. Members (all) of the Tender & Purchase Committee.
5. Notice Board.
6. The University Website (www.ugb.ac.in).
7. Office File.