



NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)
129, Belilious Road, Howrah – 711 101
(Having 'B++' Grade in Re-accreditation by NAAC)
GSTIN: 19AACTN7786L1ZN

Ref: NDC/421/8TN/2022

Date: 18/02/2022

QUOTATION NOTICE

QUOTATION INVITATION FOR PURCHASE/ SUPPLY/REPAIR OF GOODS –

Proprietors/Suppliers are invited for quotation(s) of the work mentioned in below at Narasinha Dutt College, 129, Belilious Road, Howrah-71110.


Sl. No.	Work type	Descriptions of the item(s)	Quantity
1	Supply	(i) Copier + Printer + Scanner + Fax + Scan 2 Mail (ii) Copy size: A3, A4, FS, Lgl etc. (iii) Copy speed: Upto 45 PPM [mono], 40 PPM [colour] (iv) Network print: USB port / Network (v) Duplex (both sides copy) (vi) Automatic document feeder	1

Important Information

Quotation ref. no.	
Quotation date	18/02/2022
Closing date & time	01/03/2022, 5:00 p.m
Bid Opening date & time	Will be notified later
Place	Narasinha Dutt College, Howrah-1

The quotation(s) is/are also available in the following link:

<https://narasinhaduttcollege.edu.in/ws/tender-notice/>


Principal & Secretary
Narasinha Dutt College
Howrah-711101



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TERMS OF QUOTATION(S)

1. Terms of Goods/Products:

- (i) All products must be in original and in new condition. Any assembled or resale product will be rejected. The college authority reserved the right to verify the product(s) with original company or experts in this field. All expenses in this regard, if any, will be charged to the supplier.
- (ii) Defect product(s), even defect in a part of the whole product, will not be accepted by the college. If any defect is found after the delivery, the college authority will inform the supplier to replace a new one.
- (iii) Original purchase voucher must be provided, if the goods/products are purchased from foreign country. The original GOC conversion documents will also be provided by the supplier.
- (iv) If the specifications of the goods/products have mentioned in this quotation notice, the college authority will strictly follow those specifications at the time of delivery of products.
- (v) Cost of the goods/products must include the handling or any other charges.
- (vi) Warranty/Guarantee or terms of 'after-sale-service' must be provided in written format by the supplier or producers to the college authority.

2. Terms of Suppliers

- i) The supplier must have trade license from the competent authority with PAN card, Professional Tax Certificate/Income Tax Acknowledgement Receipt. The GST number is also desirable.
- ii) Experiences in the concerned field, if any, must be attached with the filled up quotation form.
- iii) Adequate staff strength for the urgent call from the college in any issues relating to the supplied product(s) is required at the supplier's side.

Principal & Secretary

Narasinha Dutt College

Phone: (033)-2643-8049

Website: <http://www.narasinhaduttcollege.edu.in>

Email: info@narasinhaduttcollege.edu.in



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
Ref.....

Date: 18/02/2022

- iv) Any malpractice like offer of advantages in connection with this quotation with any staff of this college if found, the supplier will be black listed permanently.
- v) The supplier must have safety and security measures for supplying, installing or testing the goods/products. The college authority shall not be liable for any accidents that occur due to unsafe practice in this regard.

3. General Terms:

- i) Any amendments to the rates offered or description given must be signed by the person who signed the quotation from time to time, if any.
- ii) Quotations must be submitted in hard copy on or before the quotation closing date in a sealed envelope with addressing the Principal, Narasinha Dutt College.
- iii) Each page of the quotation form and all pages of the quotation notice must be signed by the supplier with seal.
- iv) The college authority may ask for agreement or security deposit in connection with this quotation at the time of delivery of purchase order.
- v) All disputes, if any, will be settled in the court of Howrah/Kolkata jurisdiction only.


Principal & Secretary
Narasinha Dutt College
Howrah-711101



NARASINHA DUTT COLLEGE

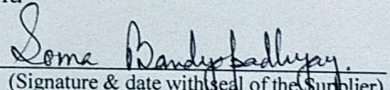
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ORGANISATION DETAILS			
Supplier's name			
Reg. no./License no.			
Postal address			
Phone no.		Mobile	
E-mail ID			
Bank details			
GST No.			PAN no.
TAN			GST no.
Udyog Aadhaar no.			
QUOTATION DETAILS			
Descriptions of the items*	Delivery Schedule		
Manufacture/origin			
Unit cost (Rs.)	Payment Terms		
Quantity			
Total cost of items	Warranty and After-sale Service		
Add Tax, if any			
TOTAL QUOTED PRICE			

I/ We, the undersigned, hereby agree to supply all or any portion of the goods at the price and under the terms and conditions shown above, subject to and in accordance with the Terms of Quotation mentioned in this Invitation Document.


(Signature & date with seal of the Supplier)
Principal & Secretary
Narasinha Dutt College
Howrah-711101

[Note: use separate sheet for each of the items]
* You may add pages for detailed descriptions

Phone: (033)-2643-8049
Website: <http://www.narasinhaduttcollege.edu.in>

Fax: (033)-2643-4259
Email: info@narasinhaduttcollege.edu.in



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CHECK LIST FOR THE SUPPLIERS

1	Envelope with address to the Principal, Narasinha Dutt College, Howrah mentioning the quotation for _____ with ref. no. _____ date _____
2	Covering letter to the Principal for this quotation
3	Quotation form (Organisation details and Quotation details)
4	All pages of this invitation with signature and seal
5	Trade license, PAN Card, GST number (if any)
6	Photocopy of first page of Bank Passbook or cancelled cheque
7	Picture/catalogue of the goods/products (if required)
8	Experience certificates

Place: Howrah


(Principal)

Narasinha Dutt College
Howrah

Principal & Secretary
Narasinha Dutt College
Howrah-711101