



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/706/QUO/2025.

Date: 10-03-2025.

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	Supply and Installation of HP Printer Series: HP Laser 108a Ports: Hi-Speed USB 2.0 port Memory: 64 MB Input capacity: Up to 150 sheets Media sizes supported (metric): A4; A5; A5(LEF); B5 (JIS); Oficio; Envelope (DL, C5); 76 x 127 to 216 x 356mm Media types: Plain, Thick, Thin, Cotton, Color, Preprinted, Recycled, Labels, CardStock, Bond, Archive, Envelope	1

Important Information

Quotation ref. no.	NDC/ 706 /QUO/2025
Quotation date	10.03.2025
Closing date & time	02.04.2025 at 5.00 P.M.
Opening date & time	-
Place	Narasinha Dutt College, Howrah-1

The detailed descriptions of the quotation(s) are available in the following link:

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

Principal
Narasinha Dutt College

Phone: (033)-2643-8049

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

Fax: (033)-2643-8049

Email: info@narasinhaduttcollege.edu.in



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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.


Principal

Narasinha Dutt College
Howrah

Phone: (033)-2643-8049

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

Fax: (033)-2643-4259

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- 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.
- 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
Narasinha Dutt College
Howrah



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Ref.:

Date:

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.	
Ydyog 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)

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