



SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DEGREE COLLEGE OF ARTS & COMMERCE

Affiliated to the University of Calcutta
Recognized by the University Grants Commission



Memo No. : 226/SACM/Quotation/2019

Date : 24/08/2019

NOTICE FOR INVITING QUOTATIONS

Quotations are invited from the bonafide manufacturers/dealers/distributes or suppliers for supply and installation of **Xerox Machine** at Saheed Anurup Chandra Mahavidyalaya, Burul, South 24 Parganas.

Mode of Submission: Only Electronic Submission will be accepted. **HARD COPY WILL NOT BE ACCEPTED.** Scanned copy of complete quotation in Letter Head along with required documents (PAN and GST) e-mailed to office@anurupchandracollege.org

Date of Submission: Last date of submission of quotation on or before 30th August, 2019 upto 12.00 noon.

The quotations will be opened by the Establishment & Tender Committee on 30/08/2019 at 12.30 P.M.

**** Model No. and Brand must be clearly mentioned in the quotation, without which quotation will not be considered.**

Terms and Conditions:

- **The rate to be quoted after the deduction of Exchange value of our older machine (Canon Xerox, Model No. IR1823L) and it should be clearly mentioned.**
- Bidder shall furnish an undertaking for providing Comprehensive onsite warranty for any manufacturing defect for a period of minimum 1 year for the Xerox Machine from the of installation on their letter head, falling which, their offer will not be considered.
- The date of delivery for supply of the item will be maximum 2 weeks from the date of issue of the purchase order.
- Payment will be made through Account Payee Cheque or RTGS/NEFT on supply and fully installation of the material.

Details of Items: Xerox Machine (preferably Ricoh/Canon) – 1 Nos.

P.T.O

Specification for Xerox Machine:

1. Duplex type.
2. Table top.
3. Other features: Faster Speed, Eco-friendly, Trouble free operation, Silent operation, Nearby service network for prompt service, Easy controls.

The vendors are requested to submit their quotations through e-mail during above mentioned date and time. Tender No. and the date must be mentioned. **This may kindly be noted that the rate to be quoted inclusive of all taxes and charges such as carrying cost, installation charge etc. and deduction of exchange value.** It should be valid for 6 months from the date of quotation. **The vendor must have PAN Number and GST Registration Certificate.** The Authority of the College will evaluate and compare the quotations (the gross amount i.e. inclusive of all taxes, other charges etc.) determined to be substantially responsive i.e. which – a) Meet the qualification criteria specified above, b) Documents are properly signed, and c) Conform to the terms and conditions, specifications without deviations. Notwithstanding the above, the College Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the awarded of contract.



Teacher-in-Charge
SaheedAnurup Chandra Mahavidyalaya
Burul, South 24 Parganas