



# SANTIPUR COLLEGE

P.O.- SANTIPUR, Dist.- NADIA

website : [www.santipurcollege.co.in](http://www.santipurcollege.co.in)

Ph. No. 03472-278028

Ref. No.     / SC /    

Date                                     

22.01.2021

## Quotation Notice

Sealed Quotations are invited by the undersigned for Supply of HP Laser jet printer Model No. M-1136 for the College Office as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before **02.02.2021 03.00 PM**. The Envelope containing the quotation would please be sealed :-

### **“QUOTATION FOR SUPPLY OF HP Laser jet printer Model No. M-1136**

#### **1. Terms & Conditions:**

A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay Santipur College will not be responsible. The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.

B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative. In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be reach at the Santipur College, Santipur, Nadia, West Bengal, PIN- 741404 within stipulated time period.

C) Rates must be quoted in Indian rupees and specified taxes extra if any must be written separately.

D) Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)

E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.



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F) The rates quoted must be valid for 12 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.

G) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:

- Firm shall be registered with the Government of West Bengal / Central Government.
- The firm shall have valid GST/Other taxes and IT PAN.
- The firm should not be black listed by any Govt. Agency/Department.

H) Delivery Period – within 12 days from Purchase order.

L) Liquidated Damage:- If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.

M) Payment Terms: Payment will be only after satisfactorily delivery/commissioning of material and after inspection by the Santipur College.

N) Disputes: -In the event of any dispute or disagreement arising between the contractors and any other department of Santipur College with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the undersigned whose decision will be final and binding upon the contractor.

O) Santipur College reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the Santipur College will be final in this regard.

P) Santipur College reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the undersigned, Santipur College will be final in this regard.

Date: 14.01.2021

Place: Santipur

*Chandrima Bhattacharya*  
Principal

Santipur College  
Principal  
Santipur College  
P.O.-Santipur, Dist-Nadia.