

# PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist:- Burdwan, Pin No-713513

Mob. No. 8617647363

Email :- [purbasthalicollege@gmail.com](mailto:purbasthalicollege@gmail.com) Visit Us: [www.purbasthali.com](http://www.purbasthali.com)



Ref No - 25/ P.C/Tend.(23-24)

Date - 03/02/2024

## *Invitation of Quotation for Supply of Printer at Purbasthali College*

Sealed Quotations are hereby invited by the undersigned on behalf of the Principal, Purbasthali College, Parulia, Purba Bardhaman for Supply of **Printer** for the Institute as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned on or before. **13<sup>th</sup> Feb, 2024 (Tuesday)**, 2:00 p.m. (Excepting holidays).

### Specifications:-

**PRINTER- All in One Laser Printer.**

**For more details please contact with college office at working hours in working days.**

### Terms & Conditions:

- The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- Quotations must be in the enclosed prescribed Proforma 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 dropped in "Quotation/Letter Box" located in Old Building of Purbasthali College, Parulia, Purba Bardhaman.**
- **Rates must be quoted in Indian rupees** and as per the format specified taxes extra if any must be written separately.
- Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.).
- No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- **The rates quoted must be valid for 90 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.
- **Delivery Period: within 30 days from Purchase order.**
- Payment Terms: Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the Purbasthali College.
- **The latest / revised version shall be supplied.**
- **The qualifying bidder should supply all items which are listed in awarded purchase order.**

**Encl.: Annexure- 1 (Format of price bid)**

Sd/- Principal  
Purbasthali College

**Office. Phone:** 9474095178, **E-mail:** [purbasthalicollege@gmail.com](mailto:purbasthalicollege@gmail.com), **Website:** [www.purbasthalicollege.com](http://www.purbasthalicollege.com)

Copy to:- 1) The Branch Manager S.B.I Parulia. 2) The Station Master Purbasthali Railway Station, 3) Parulia Post Office, 4) Panchayet Office Kalekhantala-II, 5) College Notice Board, 6) Guard File

## ANNEXURE- 1

[On the letterhead of firm]

### PRICE BID-FORM

To,  
The Principal,  
Purbasthali College,  
Parulia, Purba Bardhaman,  
West Bengal, 713513.

Respected sir,

I/We ..... submitted the quotation for Enquiry No. **“Printer at Purbasthali College”** against the **Ref. No.: 25/ PC/Tend.(2023-24) due on 13<sup>th</sup> Feb, 2024 (Tuesday), 2:00 p.m.** for Supply of **Printer** at Purbasthali College.

I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

I/We hereby offer to supply at the following rates.

Sl. No.	Name of Item	Specifications of Item	Qty	In Indian Rupees Only				
				MRP per Item	Discount on MRP %	Taxes on Discounted Price (if Any)	Price for Per Item (Including Discount & Taxes)	Total Price (Including Discount & Taxes)

**Note:**

- 1. The Rate must be quoted in Indian Rupees Only.**
- 2. The latest / revised version shall be supplied.**
- 3. The qualifying bidder should supply all items which are listed in awarded purchase order.**

Date:

Name:

Place:

Business Address:

Signature of Bidder:

Seal of the Bidder: