



# Netaji Subhas Open University

(ESTABLISHED BY W.B.ACT (XIX) OF 1997, RECOGNIZED BY U.G.C.)

DD-26, Sector-I, Salt Lake City, Kolkata-700 064

Memo No. AC /473.

Dated: 17-11-2015.

## *Tender Notice*

### ***Sub: Procurement of Desktop Computer, Laptop and Printer for School of Education, CF-162, Salt Lake City, Kolkata-700064***

Sealed quotations are invited from manufacturers or their authorized-business partner/ marketing agents/ service agents/ dealers for Procurement of Desktop Computers, Laptops and Printers as per the specifications item wise stated below for School of Education Department. Bidders may drop their quotation latest by 30<sup>th</sup> November, 2015 addressed to “The **Finance Officer, Netaji Subhas Open University, DD-26, Sector-I, Salt Lake City, Kolkata-700 064**” in the Box earmarked and kept in the Department of Finance.

### **Detailed Specification for various Machines and Equipments:**

Sl. No.	Item Name	Specification	Quantity
1.	Hp 280 Microtower PC (M7G85PT)	Intel Core™ i5-4590S Processor, Windows 7 Professional, 4GB DDR3 RAM/ 500GB HDD, HP 18.5” LED Monitor	03
2.	HP Pavilion 15-ab027TX Notebook Laptop (M2W70PA)	Intel Core™ i3-5010U Processor, Windows 8.1, 4GB RAM/ 1TB HDD, Natural silver/ 15.6”	02
3.	HP LaserJet 1020 Plus Printer (CC418A)	Speed: 14 PPM, Function: Print Only, Printer Type: Mono, Usage: Home Office,	02

## **Terms & Conditions:\***

1. The bidder(s) should preferably be manufacturer of base machine/ equipment or an authorized business partner/ marketing agent/ service agent (second preference) of the manufacturer. In case of authorized business partner/ marketing agent/ service agent, Authorization Certificate should be attached along with the tender.
2. The price should be quoted strictly adhere to the specification mentioned above.
3. The rate quoted must be F.O.B. NSOU, CF-162, Salt Lake City, Kol-64 inclusive of packing, forwarding etc. Excise duty, Sales Tax/ VAT, service tax, Octroi, surcharge, insurance and warranty if any must be indicated separately. Educational discount, if any should be indicated clearly.
4. NSOU will not provide Central Sales Tax form “D”, wherever applicable.
5. West Bengal Sales Tax/ VAT preferably be quoted as extra in the tender, wherever applicable.
6. All legal disputes shall be under the jurisdiction of the Kolkata Courts in the State of West Bengal.
7. Each bidder shall submit only one tender.
8. **Delivery Period:** Delivery period shall be 15 days from the date of issuing purchase order.
9. **Submission of Documents:** The tender should inter alia include the following (as applicable):
  - 9.1 *Copy of VAT Registration Certificate,*
  - 9.2 *Copy of PAN,*
  - 9.3 *Copy of valid Trade License,*
  - 9.4 *Authorization Certificate if applicable.*
10. All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price and taxes should be quoted separately.
11. Notwithstanding the above, NSOU reserves the right to accept or reject any bidder(s) and to cancel the bidding process and reject all bids at any time prior to the award of contract.
12. **Payment:** Payment will be made as per University Rule.
13. Normal commercial warranty/ guarantee should be indicated separately.

*NB: Only relevant information (s) need to be submitted/ complied with along with quotation (s).*

*Finance Officer,  
Netaji Subhas Open University  
DD-26, Sector-I, Salt Lake City,  
Kolkata-700 064, West Bengal*



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DD-26, Sector-I, Salt Lake City, Kolkata-700 064

(FORMAT for submission of Tender)

To  
Finance Officer,  
Netaji Subhas Open University  
DD-26, Sector-I, Salt Lake City,  
Kolkata-700 064, West Bengal

Ref: Your Tender No. .... dated .....

Sub: Supply of Desktop Computer, Laptop and Printer.

Sir,

With reference to the above subject I am submitting you the Tender in your prescribed format as per presented below:

Sl. No.	Item Name	Specification	Quantity	Rate per Unit	VAT	Rate per Unit including VAT	Total Price
1.	Hp 280 Microtower PC (M7G85PT)	Intel Core™ i5-4590S Processor, Windows 7 Professional, 4GB DDR3 RAM/ 500GB HDD, HP 18.5" LED Monitor	03				
2.	HP Pavilion 15-ab027TX Notebook Laptop (M2W70PA)	Intel Core™ i3-5010U Processor, Windows 8.1, 4GB RAM/ 1TB HDD, Natural silver/ 15.6"	02				
3.	HP LaserJet 1020 Plus Printer (CC418A)	Speed: 14 PPM, Function: Print Only, Printer Type: Mono, Usage: Home Office,	02				
<b>Total Price-</b>							

The item-wise rate and total amount is quoted for your consideration at the earliest.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Date: \_\_\_\_\_

Enclose:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.