



Memo No: AC/98/20-21

Date: 15.12.2020

Sealed quotations are invited from reputed vendors to quote their lowest possible rate for supply, delivery and installation at the Regional Centre, Jalpaiguri Patkata, Kotwali, Jalpaiguri- 735102 (Inside the premises of Govt. Engineering College, Jalpaiguri) subject to the following terms and conditions.

Last date for submission: 24/12/2020 up to 4 PM.
Place of Submission: Finance Department, 4 th Floor, Netaji Subhas Open University DD-26, Sector-I, Salt Lake, Kolkata - 700064
Contact No: 9339495102, 9051162059
The supplier must have the credential of supply of similar type of items to the Educational Institute/Govt. Office. Attachment of credential is necessary.
Copies of Documents to be submitted: GST No., PAN, TAN, Trade Licence, P. Tax, the credential of supply of similar type of items to the Educational Institute/Government Office

Format for Submission of Quotation

SI No.	Item/Specification	Qty	Rate (Rs.)	GST (Rs.)	Rate including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F=D+E	G=CxF
1	Desktop Computer: Specification: Desktop Computer -Intel 8th generation i5 Processor, 4 GB RAM,1 TB HDD,15.6" Display, Windows 10 Preloaded with MS Office and inbuilt Wifi facility (Preferred brand- HP)	3				
2	UPS: Specification: 600 VA (Preferred brand- APC)	3				
3	Laser Printer: Preferred brand and model: HP LaserJet Pro M126nw Multi-Function Direct Wireless Network Laser Printer (Print, Copy, Scan, Black) or Similar Functionality	3				
Total (Rs.)						
Rupees in word						

The sum of all items would be taken into consideration to have LOWEST QUOTATION.
Quantity of items to be supplied may vary at the time of order.
The Bidders should quote all the items (Partial bidding will not be considered).

University has the right to cancel the tender notice at any time without assigning any reason.

Finance Officer

Netaji Subhas Open University DD-26, Sector -1, Salt Lake, Kolkata-700064