



Memo No: AC/216/20-21

Date: 04-03-2021

Sealed quotations are invited from reputed vendors to quote their lowest possible rate for supply, delivery and installation of Desktop Computer, UPS, Printer and Scanner at Netaji Subhas Open University, DD-26, Sector -1, Salt Lake, Kolkata-700064, Kalyani Regional Centre, NSOU, Durgapur Regional Centre, NSOU subject to the following terms and conditions.

Last date for submission: 12/03/2021 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: 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

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



Format for Submission of Quotation

Sl No.	Item/Specification	Location	Qty	Rate (Rs.)	GST (Rs.)	Rate including GST (Rs.)	Total (Rs.)
A	B	C	D	E	F	G=E+F	H=DxG
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)	Netaji Subhas Open University, DD-26, Sector – I, Salt Lake City, Kolkata – 700 064	1				
		Kalyani Regional Centre, Netaji Subhas Open University, Ghoshpara Station Road, Kalyani, Nadia - 741 235	1				
		Durgapur Regional Centre, NSOU, Durgapur, Jawahar Lal Nehru Road, Durgapur, Dist: Paschim Burdwan, Pin: 713214	1				
2	UPS: Specification: 600 VA (Preferred brand- APC)	Kalyani Regional Centre, Netaji Subhas Open University, Ghoshpara Station Road, Kalyani, Nadia - 741 235	1				
		Durgapur Regional Centre, NSOU, Durgapur, Jawahar Lal Nehru Road, Durgapur, Dist: Paschim Burdwan, Pin: 713214	1				
3	Scanner: Sheetfed, Up to 600 dpi (color and mono, Sheet-feed), Up to 30 ppm/60 ipm, USB 2.0 (Hi-Speed), Recommended for 2000 pages per day (Preferred Brand & Model: HP ScanJet Pro 2000 s1 Sheet-feed Scanner)	Netaji Subhas Open University, DD-26, Sector – I, Salt Lake City, Kolkata – 700 064	4				
4	Laser Printer: Preferred brand and model: HP LaserJet Pro M126nw Multi-Function Direct Wireless Network Laser Printer (Print, Copy, Scan, Black) or Similar Functionality	Kalyani Regional Centre, Netaji Subhas Open University, Ghoshpara Station Road, Kalyani, Nadia - 741 235	1				
		Durgapur Regional Centre, NSOU, Durgapur, Jawahar Lal Nehru Road, Durgapur, Dist: Paschim Burdwan, Pin: 713214	4				
Total (Rs.)							
Rupees in word							

Name of the Organization :

Name of the Signatory :

Address with Contact No. :

Signature with date & Seal :