

Phone: 033-2441-1710



NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: nbmv2005@yahoo.co.in / info@nbmahavidyalaya.in, Website: nbmahavidyalaya.in

Ref. No.

Date

NOTICE INVITING QUOTATION

Sub: Quotation for Canon Photo Copier .

NOTICE INVITING Quotation No. NBM/Tender_15/2024-2025 Date 21.01.2025 sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed service provider for Canon Photo Copier at Naba Ballygunge Mahavidyalaya (NBM), Kolkata.

Quotation Details:-

01	Date of Publication	21 st January 2025
02	Availability of Quotation Document	Annexure A, B may be downloaded from the NBM website- www.nbmahavidyalaya.in
03	Tender Fees Nil	Nil
04	Last date and time of Submission of Technical Bid	30 th January 2025 till 1:00 PM
05	Date and time of Opening of Technical Bid	30 th January 2025 at 1:30 PM
06	Date and time of Opening of Financial Bid	30 th January 2025 at 2:30 PM

Details of specifications are given below.

Sl.	Particulars	Total Qty	Rate Quoted Per Pcs
01	Canon Refurbished Photocopier Advance IR 4251 with – DADF , Duplex , Trolley and Network Features . Print-Scan-Copy.	1	

Terms and conditions:

1. Bids are to be submitted with a forwarding letter as in Annexure A
2. Only hard copies of Bids are to be submitted to the office of the NBM between 12 noon to 4 PM on working days (Monday to Friday).
3. The Technical Bid shall comprise of self-attested photocopies of the following documents :-
 - a) Valid copy of Trade License (2024-25)
 - b) PAN Card
 - c) Registration Certificate of GST

4. The financial Bid shall comprise of price including GST, total price, extent of discount , if any and to be submitted in Annexure B (Separate Envelope)
5. The technical Bid and the financial bid shall be submitted in two separate sealed envelopes with board heading mentioning the name of the item (Technical Bid or Financial Bid) and quotation No. on the envelope containing documents.

The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the Principal , Naba Ballygunge Mahavidyalaya , 27E, Bose Pukur Road, Kolkata : 700042.

6. The rate offered should be valid for acceptance up to on 1(one) year from the date of date of issue of the work order and the rate is inclusive of GST and other charges should be indicated. Rate should be quoted in both words and figures; if there is a discrepancy between words and figures the amount in words prevail.
7. The Financial Bids of only those who have been found to be technically qualified will be opened.
8. Acceptance of the lowest offer is not binding to the authority.
9. The NBM reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

If the office remains closed on the opening day of the quotation, the quotation will be received up to 02.00pm after noon and opened at 02.30 pm on the next working day.


Principal

Quotation No :NBM/Tender_15/2024-2025

Date : 21.01.2025

Principal
Dr. Ayantika Ghosh
Naba Ballygunge Mahavidyalaya
27E, Bosepukur Road
Kolkata-700 042

ANNEXURE - A

To
The Principal,
Naba Ballygunge Mahavidyalaya,
27E, Bose Pukur Road,
Kolkata -700042.

Ref Quotation No: NBM/Tender_15/2024-2025 Dt.21.01.2025

Madam,

I/We have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 07 days from the date fixed for opening the same.

Sl.	Particulars	Qty	Rate Quoted Per Pcs
01	Canon Refurbished Photocopier Advance IR 4251 with – DADF ; Duplex , Trolley and Network Features . Print-Scan-Copy.	1 Pcs.	

1. I/We hereby bind myself/ourselves to provide service as specified in the conditions of agreement. I/We also hereby agree to abide by the General conditions of agreement and to carry out the work according to the standard practice.

2. In case there is difference between figures and word in the quoted cost, the cost Indicated in word will be taken as correct for consideration.

Seal and Signature of Tenderer

ANNEXURE - B

To
The Principal,
Naba Ballygunge Mahavidyalaya,
27E, Bose Pukur Road,
Kolkata -700042.

Ref Quotation No: NBM/Tender_15/2024-2025 Dt.21.01.2025

Madam,

Financial Bid:

Sl.	Particulars	Qty	Amount (including all Charges)	Gst	Total per Pcs. D+E=F	Total Nos.	Total Amount (Including GST) F x G= H
A	B	C	D	E	F	G	H
01	Canon Refurbished Photocopier Advance IR 4251 with – DADF , Duplex ,Trolley and Network Features . Print- Scan-Copy.	1 Pcs.				1Pcs	

Seal and Signature of Tenderer