



KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN: 713 130, India

Ref. No.: 60/Computer/KC/PC/2023

Date: 21st June, 2023

Invitation of Quotation for Supply of Computers (Desktop & Laptop).

Sealed Quotations are hereby invited by the undersigned on behalf of the Principal, Katwa College, Katwa for **Supply of Computers i.e.: Three (3) HP Desktop and Two (2) Laptops** 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 **27th June, 2023 (Tuesday), 3:00 p.m. (Including holidays)**.

N.B.: Before the submission of quotation all interested bidders are requested to collect all details of the mentioned above items from Bursar, Katwa College.

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 Box” located in Administration Block of Katwa College, Katwa.**
- **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 Katwa College.
- **The latest / revised edition shall be supplied.**
- The suppliers shall replace free of charge any defective item supplied by them due to any reason.
- In any case authority may cancel any quotation without showing any cause.

Sd/-
Principal
Katwa College

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