



KATWA COLLEGE

(Affiliated to the University of Burdwan)

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

Ref. No.: 88/Laptop/KC/PC/2024

Date: 21st January, 2024

Invitation of Quotation for Supply of Laptop

Sealed Quotations are hereby invited by the undersigned on behalf of the Principal, Katwa College, Katwa for **Supply of Laptop** i.e.: **One (1) HP Laptop** 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 **31st January, 2024 (Wednesday), 3:00 p.m. (Including holidays)**.

Details of the mentioned above items:

- ✚ HP PROBOOK 440 G9 CI5 1235u|14" FHD|RAM 16GB|512GB SSD|Backlit Keyboard|W11 P|3-3-3 warranty.

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 Performa 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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