



KATWA COLLEGE

(Affiliated to the University of Burdwan)

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

Ref. No.: 87/Microphone/KC/PC/2024

Date: 21/01/2024

Invitation of Quotation for Supply of Microphone (CSLM20B) at Katwa College

Sealed Quotations are hereby invited by the undersigned on behalf of the Principal, Katwa College, Katwa for Supply of Microphone 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. (Excepting holidays).

Specification for Microphone:

- **Battery-powered lavalier microphone with 3.5mm TRRS jack. Perfect for recording, podcast, interviews, vlogging, presentations, speeches, and more, it can capture audio all around with its 360 degrees omnidirectional audio pickup pattern. It is compatible with smartphones, most DSLR cameras, mixer amplifiers, and has the added convenience of an extra-long cable.**
- **The CSLM20B is a clip-on omnidirectional lavalier. Easy to clip at multiple angles, it provides great flexibility to content creators and presenters.**
- **Content Creation**
- **Conference Calls**
- **Voiceover/Dubbing**
- **Recording**
- **Brand JBL**
- **Warranty 1yr.**

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 version shall be supplied.**
- **The qualifying bidder should supply all items which are listed in awarded purchase order.**

Encl.: Annexure- 1(Format of price bid)

Sd/-
Principal
Katwa College

ANNEXURE- 1

[On the letterhead of firm]

PRICE BID-FORM

To,
The Principal,
Katwa College,
Katwa, Purba Bardhaman,
West Bengal, 713130.

Respected sir,

I/We submitted the quotation for Enquiry No. **“Invitation of Quotation for Supply of Microphone at Katwa College”** against the **Ref. No.:..... due on 31st January, 2024 (Wednesday), 3:00 p.m.** for Supply of Microphone at Katwa College.

I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

I/We hereby offer to supply at the following rates.

Sl. No.	Name of Item	Specifications of Item	Qty	In Indian Rupees Only				
				MRP per Item	Discount on MRP %	Taxes on Discounted Price (if Any)	Price for Per Item (Including Discount & Taxes)	Total Price (Including Discount & Taxes)

Note:

- 1. The Rate must be quoted in Indian Rupees Only.**
- 2. The latest / revised version shall be supplied.**
- 3. The qualifying bidder should supply all items which are listed in awarded purchase order.**

Date:

Name:

Place:

Business Address:

Signature of Bidder:

Seal of the Bidder: