



MUZAFFAR AHMED MAHAVIDYALAYA

Estd. : 1986

P.O. - Salar ❖ Block - Bharatpur - II, Salar ❖ Sub-Div - Kandi

Dist. : Murshidabad ❖ West Bengal ❖ PIN - 742401

Ref. No. : MAM/NIQ/04/2024

QUOTATION / TENDER

Date : 24.07.2024

NOTICE INVITING QUOTATION

Muzaffar Ahmed Mahavidyalaya, Salar, Murshidabad invites sealed quotations from reputed vendors / firms / suppliers for supplying various Computer Accessories (mentioned in Part – C) to the office / library of Muzaffar Ahmed Mahavidyalaya, Salar, Murshidabad, West Bengal.

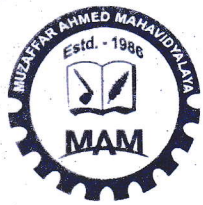


Sd/-
President
Muzaffar Ahmed
Mahavidyalaya

Please follow the Part-A, Part-B, Part-C and Part-D of this tender for further details.

Part-A: General Information

- 1) Name of the Vendor :
- 2) The firm is running business from / for :
- 3) Address :
- 4) Official Contact Number(s) :
- 5) Official Email address :
- 6) Contact Person detail [Name, Designation, Contact No. & Email address]:
- 7) Whether has Valid Trade License for Financial Year 2024-2025? Yes / No
- 8) PAN :
- 9) GSTIN :
- 10) Any other necessary information that the vendor would like to mention:
 - a)
 - b)



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Part-B: BoQ for the items to be supplied

Sl No	Item	Qty.	Base Rate (Rs.)	Base Value (Rs.)	GST % on Base Value	GST on Base Value (Rs.)	Total Value (Rs.)
TOTAL (Including all)							

Part-C: Specifications of the items to be supplied

Specification of Various Computer accessories :

Spare Name	Specification
UPS : One (01) pcs	Microtech 1000 VA
Printers : One (01) pcs	HP Laserjet 3104fdw Duplex Printer: Print, Copy, Scan, Self Reset Dual Band WiFi with self heal, Ethernet, Fast Printing Upto 33ppm, Easy and Secure Setup
Printer : One (01) pcs	HP Laserjet M208dw Printer, Wireless, Single Function, Print, Hi-Speed USB 2.0, Ethernet, Bluetooth LE, Up to 30 ppm, 150-sheet Input Tray, 100-sheet Output Tray, Black and White, 6GW64A
Scanner : One (01) pcs	HP Scanjet Pro 2000 s2 Sheet-Feed Scanner
LAN	Router with Cat6 Cable, RJ45, Patch Cord, RJ45, Laying etc.



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Part-D: General Terms & Conditions

- 1) The Bidder should be a registered firm under prevailing rules having an office/shop in West Bengal and will provide essential registration numbers like PAN, GSTIN, Professional Tax etc.
- 2) All the bid documents should be sent to: The President, Muzaffar Ahmed Mahavidyalaya, Salar, Murshidabad, Pin- 742401.
- 3) Last date of submission of bids : **03.08.2024 (02:00 pm)**
- 4) Any firm already having any legal dispute with the college need not to submit the bid.
- 5) The bid documents should contain the following items in the respective sequence: (a) Duly filled formats as mentioned in Part-A and Part-B of this tender. (b) Valid Trade License (for the financial year 2024-2025) of the firm. In case the latest Trade License (2024-2025 not yet available to the firm, trade license for 2023-2024 may be enclosed along with a copy of application for renewal / fees payment receipt for the financial year 2024-2025. (c) PAN Card copy. (d) GSTIN Copy. (e) Assembling Charge (if any should be mentioned separately in Part – B (f) Guarantee / Warranty period against every spare parts/device should be mentioned in Part- B (g) Any other document, the bidder feels necessary to furnish.
- 6) Apart from the above list mentioned above, the college authority may ask the bidder for any other document(s) / information, if it feels necessary. The bidder has to furnish the documents) / information immediately failing which his bids will be rejected.
- 7) All the documents and pages should be authenticated with official stamp and signature / signatures thereon by the bidder.
- 8) There shall not be any cutting/over writing in the bid document. The financial figures in commercial bids shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.
- 9) Submission of false documents/ information by the bidder will result in cancellation of the bid and the college authority may take strict action against that bidder.
- 10) Incomplete / Partial bidding will not be allowed.
- 11) The college authority reserves the right to accept or reject any bid without showing any reason.
- 12) Any dispute arising between the bidder and Muzaffar Ahmed Mahavidyalaya regarding this bidding shall be referred to the President of the Governing Body, Muzaffar Ahmed Mahavidyalaya whose decision will be final and irrevocable in this regard.
- 13) Being the lowest bidder (L1) in terms of quoted amount (incl. all) may not be the only condition to receive the order, other criteria like having PAN, GSTIN, location of office, etc. may also be considered during selection of the eligible bidder. Decision of the college authority in such a case will be the final.
- 14) In case the selected bidder is unable to supply the items after being selected to supply the items or after receiving the respective order from the college, the bidder should immediately inform the college authority about the same by email/post. Decision of the college authority in such a case will be the final.
- 15) Items should be as per the specifications mentioned in Part-C of this tender.



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- 16) Warranty on the items should be available as per the OEM policy. Post sales service should be ensured by the bidder / manufacturer as and when required by the college.
- 17) Delivery of the items to the destination is solely the bidder's responsibility and no extra charge will be paid by the college for the same. Any damage of any item during transit will be the responsibility of the bidder.
- 18) If any vendor is registered under GST Composite Scheme, the same is to be mentioned in Part-A (Item No.9).
- 19) Payment will be subject to successful delivery and installation (if required of the required items and necessary approval by the Approval Authority of the college. No additional charge will be paid by the college towards installation charges.
- 20) Apart from submitting the hard copies, a copy of the order, challan and bill / invoice should be mailed to: mamsalar1986@gmail.com.
- 21) The bidder should submit a GST-compliant bill / invoice for the GST bill / invoice. Copy of the order received by the vendor should always be attached to the challan and bill / invoice.
- 22) PAN, GSTIN and Bank details of the bidder are to be mentioned in the bill / invoice.
- 23) Statutory deductions (if any) during the payment process will be made as per existing Government Rules.
- 24) The payment will be made only in favour of the bidder's name. Any exception in this regard will be subject to the consideration of the College Authority only.

For any query related to the bid submission, the bidder may contact the College by emailing to mamsalar1986@gmail.com.



Sd/-
President
Muzaffar Ahmed Mahavidyalaya

Important Events

Sl. No	Particulars	Date & Time
1	Notification date of NIQ	24.07.2024
2	Last date of submission of NIQ	03.08.2024 (upto 02:00 pm)
3	Opening of NIQ	05.08.2024 (at 11:00 am)



Sd/-
President
Muzaffar Ahmed Mahavidyalaya