

Enquiry No.: Salt Lake/Printing/002/2017
(To be quoted in all Correspondences)

Telephone No.:03323350408
Date:17/08/2017



JADAVPUR UNIVERSITY
KOLKATA-700032, INDIA

Dear Sir/ Madam,

I shall be pleased to receive your lowest possible quotation in a sealed cover with our ENQUIRY NUMBER and the DUE DATE duly specified on the cover and on the face of the offer letter for the supply of the under mentioned goods, subject to the TERMS AND CONDITIONS outlined in the below. Please submit the quotations at the office of Department of Printing Engineering, Jadavpur University.

| Sl no. | Particulars | Approx. qty. |
|--------|---|--------------|
| 1. | SPECIFICATION OF DESKTOP COMPUTER Intel Core i3 6 th generation Processor; Intel 110 Chip set Mother Board; 4 GB DDR4 RAM-Corsair; 1TB SATA HDD (Seagate/WD); 24X DVD writer (LG); Keyboard and Optical Mouse (Microsoft/Logitech); Cabinet with 450W SMPS (Foxin); 18.5" LED Monitor(AOC). | 2 |

*N.B:-

- Quotation shall be accepted only from GST registered Vendor / Dealer / Manufacture, etc. The GST registration number must be mentioned on the quotation.
- Sealed envelope containing details specification of material with price bid shall be submitted in the tender box assigned for the tender in Department of Printing Engineering, Saltlake campus, Jadavpur University, PL-8, BL-LB, Sec-III, Kolkata-700098.
- The last date of submission of tender is **06/09/2017 within 12:00 p.m. at Department of Printing Engineering, Saltlake campus, PL-8, BL-LB, Sec-III, Kolkata-700098, Jadavpur University** to be opened at **2:30 p.m.** Venders are requested to attend.
- University reserves the right of selection.
- Party may be requested to keep in touch with Department of Printing Engineering, J.U. before quoting the rate for better knowledge of specification and quality of material.
- Validity of the offer will be 45 days w.e.f. publication of the tender.
- Warranty must be mentioned in your offer on the above items.

Please draw the quotation of the above said material in favor of Dr. Kanai Chandra Paul, H.O.D., Dept. of Printing Engineering, Jadavpur University, Saltlake Campus.

Yours Faithfully

Head of the Department (Department of Printing Engineering)

17/8/17

Head of the Dept
Department of Printing Engineering
Jadavpur University
Salt Lake Campus
Kolkata 700 098

Terms and Conditions of Tender:

1. Quotation should be for FREE DELIVERY at the University unless otherwise arranged.
2. Prices Quoted should be net and minimum period of validity of the quotation SHOULD BE FOR SIX MONTHS from the closing dated.
3. Quotation should be free from CORRECTIONS and ERASURE.
4. Sample must be attached with quotation in all possible cases.
5. Manufacturer's name and the country of origin of the materials offered must be clearly specified failing which the tender will not be considered.
6. Samples must be submitted where specified so as to reach this office before due date of enquiry. Samples must be labeled clearly with our ENQUIRY NUMBER, DUE DATE, NAME OF FIRM and number of sample must correspond to the item in the tender.
7. The tenders will not entitle to ask for any further information other than whether their tenders have been received or not.
8. The University does not bind itself to accept the lowest or any tender or assign any reason for non-acceptance. It further reserves the right to accept any tender part or in whole at its option.
9. If the University finds that the materials supplied are not of the contract quality or not according to the specification required by the University or otherwise satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said materials, the order and buy its requirement elsewhere at supplier's responsibility.
10. Tenders must as far as possible, arrange to supply the materials according to the terms of delivery specified in the orders. If however this is not possible shall clearly specify the time in which the delivery of the articles can be effected. The delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
11. If the deliveries are not regular and if on that account the University is forced to buy the materials elsewhere, any loss or damage that the University may thereby will be recovered from the supplier for non-delivery at the scheduled periods.
12. THREE consecutive failure to supply within the schedule time or times will entail removal of the Tenderer's name from the approved list of suppliers.


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Head of the Dept
Department of Printing Engineering
Jadavpur University
Salt Lake Campus
Kolkata 700 098