



University of Calcutta

QUOTATION NOTICE

Memo No. : IA/Tender/2020-21/1

Dated : 16.12.2020

Following the approval(s) of the Hon'ble Pro-Vice Chancellor (B.A&F), dated 09.12.2020, quotation as per specification given below, are invited from authorised parties for supplying the following items for Internal Audit section, 2nd floor, Centenary building. Suppliers are hereby requested to submit quotation for all the items attaching necessary business documents i.e. Trade License, PAN No., GST registration certificate, etc. along with other statutory documents (if any) and other credentials. Last date of submission of tender is 30.12.2020 (within 2:00 p.m.). Date of opening of tender is 30.12.2020 at 3:00 p.m. The quotation should be typed and addressed to "Internal Auditor, Internal Audit section, Audit & Accounts department, Centenary building, 2nd floor, 87/1, College Street, Kolkata – 700 073". The authority reserves the right to accept/reject **any brand** and any quotation without showing any reason thereof.

Sl. No.	DESCRIPTION	SPECIFICATIONS	Quantity
1.	Computer	HP combo Intel core i7/8GB DDR/1TB HDD SATA/, Desktop PC, windows 10 OS, 21 inch LED screen monitor, 9 th generation/ 6 USB ports back side/ 2 USB ports front side, DVD writer (external, USB 2.0/3.0), or its equivalent	10 nos.
2.	UPS	600 VA APC UPS	10 nos.

3.	Printer with Scanner	HP Laserjet MFP M126dn or equivalent	07 nos.
4.	Printer	i) HP Colour Laserjet Pro MFP M183fw printer or equivalent ii) HP MFP 226dw Pro printer or equivalent	01 no. 01 no.
5.	PDF to DOC or Xls. Software (converter)		07 user
6.	Earnest Money	5% of the quoted amount in the form of CTS demand draft in favour of "University of Calcutta" payable at Kolkata is to be attached with the Tender as earnest money, failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful tenders on application, after issuing of work order to the successful bidder. In case of successful tender the EMD will be adjusted with the final bill after the satisfactory installation. EMD is exempted for those bidders who are registered with NSIC or any Government organisation, to safeguard against a bidder withdrawing/altering his bid during the bid validity period.	
Installation Period			07 days

It is requested to all the interested vendors to clear all the things properly before submitting the quotation. For any further clarification please contact Shri T. Sarkar of Internal Audit section, Centenary building, 2nd floor, 87/1, College Street, Kolkata-73, during office hours (except Saturday and Sunday).

Sd/-
(Internal Auditor)
University of Calcutta