



SOUTH MALDA COLLEGE

West Bengal Govt. Aided Degree College (Estd. 1995)
Affiliated to University of Gour Banga
P.O. - Pubarun, Dist.-Malda, PIN-732215
E-Mail: southmaldacollege1995@gmail.com

Memo No.

Tender Notice No: 18/SMC/Tender/25 Date: 21.04.2025

Tender Notice for installation/procurement of Printer and Scanner Machine

Sealed quotations are invited from the authorized dealers to quote their lowest possible rate for the supply of the **Printer and Scanner Machine** for the office of the South Malda College, P.O. Pubarun, Dist. Malda PIN 732215.

Consignment in details:-

Sl. No.	Details	Specifications	Quantity
1.	Printer (HP)	a. Print, scan & copy b. Wi-Fi & Wi-Fi Direct c. Operating System: Windows XP/10 Windows Server 2003/2008/2012/2016/2019 Mac OS X 10.6.8 or later d. Page size support: A4, A5, A6, B5	1 (One)
2.	Printer (HP Laser Jet 1020 Plus)	a. Wireless b. Operating System: Windows XP/10 Windows Server 2003/2008/2012/2016/2019 Mac OS X 10.6.8 or later c. Page size support: A4, A5, A6, B5	1 (One)
3.	Scanner (HP Scanjet Pro 2000)	a. Sheet-feed scanner b. Operating System: Windows XP/10 Windows Server 2003/2008/2012/2016/2019 Mac OS X 10.6.8 or later	1 (One)

The quotations must be submitted to the college office during 12:00 noon to 4:00 pm or be sent by post. Last date for submission of quotation is **05.05.2025 (up to 4:00 p.m.)**. Date of opening of quotation is **07.05.2025 at 2:00 pm**.

Terms & Conditions:-

- The sealed cover should be duly superscripted with the Tender Notice No. & date and name of the item quoted in block letter.
- Party is requested to keep in touch with the college before quoting the rate for better knowledge of specification, quality of material, etc.
- Please make sure to mention unit price and cumulative price for all items that should be inclusive of all taxes, duties and other charges.
- Rate should be quoted in Indian Rupees (INR) only. Rate and amount of GST for each item is to be specified in the quotation.
- The bidder must be GST-Registered (photocopy of the GST Registration Certificate to be provided along with the quotation). Quotations of the unregistered dealers would be summarily rejected.
- The quotations should be made by the bidders in their original letterheads clearly indicating the aforesaid goods/articles in details.
- Price quoted should be inclusive of GST and delivery charges up to South Malda College.
- Payment will be made after successful delivery and installation of the item and submission of the Tax Invoice and Challan. No advance payment will be entertained.
- Item should be supplied in a good condition without any defect or damage.
- The bidders may be requested to demonstrate the quoted model of the item during technical evaluation, if required, failing which their bids/offer shall be rejected.
- The tenderer is at liberty either himself or to authorize not more than one representative to be present at the opening of the tender. The representative must bring along with him a letter of authority and proof of identification.
- Sealed quotations must be superscripted with tender no. and addressed to:
The Principal, South Malda College, P.O. Pubarun, Malda, West Bengal, 732215
- The Purchase Committee, South Malda College reserves the right to accept or reject any quotation in part or full without assigning any reason thereto.
- In all cases of disputes, the decision of the Purchase Committee shall be final & binding on you.



Sd/-

Principal

South Malda College

Principal
SOUTH MALDA COLLEGE
P.O. Pubarun, Dist. Malda

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