

Alipurduar University



P.O. Alipurduar Court
Dist: Alipurduar
Pin 736122

Tender inviting Notice No. 001/APDU/Reg./2025 dated 03.01.2025

A formal Tender is invited from reputed vendors to supply a black-and-white HP Laserjet Printer for the Lab of Dr. Quazi Arif Islam, Department of Chemistry, Alipurduar University, P.O. Alipurduar Court, Dist. Alipurduar, PIN—736122, as per Annexure I.

TERMS AND CONDITIONS:

- 1) The base price and GST shall be shown separately
- 2) Taxes will be deducted at source as per prevailing rules of Central and State Government.
- 3) The terms and conditions of payment shall be declared clearly.
- 4) Copy of current year Trade License, PAN card, GST registration certificate shall be accompanied with the technical bid documents. [Non Statutory Documents]
- 5) The vendor shall submit dealership certificate along with the technical bid. (Non Statutory documents).
- 6) The vendor shall provide Company details as per Annexure-II.
- 7) The vendor shall have credential of supply of similar items in any University / institution / Govt. Organization. Copy of credential certificate shall be submitted along with technical bid (Non Statutory documents).
- 8) The vendor shall clearly state the pre-supply requirements and take all responsibilities to arrange the same.
- 9) The University authority reserves the right to accept or reject any/all quotations.
- 10) The quotation should be valid up to 31.03.2025.
- 11) Selection of the agency will be made on the basis of both technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids will be opened at the first instance and evaluated. Subsequently, financial bids of only the technically accepted offers will be opened for furnishing value and ranking before finalization and issuance of supply only. After evaluation the lowest rate (L₁) financial bid from among the technically qualified bidders will be accepted.
- 12) The bid (Technical & financial) shall be submitted to the under noted address;

Registrar (Additional Charge)
Alipurduar University
P.O. Alipurduar Court
Dist. Alipurduar
PIN- 736122
- 13) The last date of submission of the tender form is up to 15.01.2025 at 3.00 P.M. and to be opened on 15.01.2025 at 3.30 P.M. in the chamber of the Registrar (Additional Charge)
- 14) The tenderers may remain present at the opening of tender.

- 15) All cases of disputes not covered under the terms & conditions of Tender will be referred to the Vice-Chancellor for a decision which shall be final and binding on both the parties.
- 16) For any clarification regarding the tender please contact the Dr. Quazi Arif Islam, Assistant Professor, Department of Chemistry, Alipurduar University. (Tel. No. 7980411572), email Id- arif.chem007@gmail.com

Sd/-
Registrar (Additional Charge)
Alipurduar University

Annexure-I

Specification of the Laserjet Printer -

Sl. No.	Item Name	Specifications	Quantity	Company
1	Black & White Laserjet Printer	Printing Method: Laser; Type: Single Function; Printing output: Monochrome; Refill Type: Toner Cartridge; Duty Cycle (Monthly): At least 3000 pages; Cartridge: One cartridge should be pre-installed.	01 no	HP

ANNEXURE-II

BIDDERS DETAILS

(To be provided on company letter head)

NIT NO.:

TENDER ID:

1	NAME OF THE BIDDER	
2.	ADDRESS	
3.	CONTACT NUMBER	
4.	CONTACT PERSON	
4.	EMAIL ID	
5.	BANK DETAILS A/c Name A/c Number Name of the Bank Name of the Branch IFSC	

Authorized Signatory (with seal & Stamps)