



## CALCUTTA UNIVERSITY PRESS

48, HAZRA ROAD, KOLKATA-700019

### NOTICE INVITING QUOTATIONS

<b>Ref No. CUP/WQ/05/2021-2022</b>	<b>Date: 22/11/2021</b>
Sealed Quotations are hereby invited by the Calcutta University Press of 48, Hazra Road, Kolkata-19, Department of The University of Calcutta for the Financial Year: 2021-2022 for the following item:	
<b>Name of Work:</b>	A.M.C of 01 number of Copier Machine at Calcutta University Press for the period up to 31 <sup>st</sup> March 2022(without spares)
<b>Details of the Machines are as follows:</b> One Canon Copier machine(iR2016J) <b>Conditions:</b> 1.At least 2 services required per week 2.Immediate service(s) required on call by our office.Reporting within two hour and solving the problem within three days is mandatory. 3.The Service provider must have their own workshop.	
<b>The Bidders are to - Submit:</b>	<ol style="list-style-type: none"><li>1. Quotations (In their Company Letter-head).</li><li>2. Quoted Rate to be produced on the basis of <b>consolidated yearly rate</b> including GST.</li><li>3. Credentials viz., photocopies of Current and Relevant Trade License, PAN Card, GST Certificate etc.</li><li>4. The Sealed Bid is to be submitted into the 'Drop-Box' kept with the Calcutta University Press at 48, Hazra Road, Kolkata- 700019.</li></ol>
<b>Important Date(s):</b>	The Sealed Quotations will be received up to the Day of 30/11/2021, on all working days from 11 a.m. to 4 p.m. and the same will be opened on on 03/12/2021at 2.30 p.m. in presence of concerned Bidders or their authorized representatives.The venue of opening quotation is the office of the Deputy Registrar,1 <sup>st</sup> floor, Darbhanga building,87/1,College Street,Kol-700073
The <b>NIQ No. with Date</b> should be written on the envelope, otherwise tender will not be considered as valid. For details enquiry,contact the undersigned at any working day between 11.00 a.m to 4.00 p.m. The Authority solely Reserves all the Right(s) concerned towards the Acceptance and Rejection of the respective Quotation duly submitted by the participating Vendor(s) without assigning any reason whatsoever. Parties shall remain Liable for Replacing the Defective or Inferior Quality material supplied even found later on too. Failure to execute the respective order accordingly at per and off-course within the stipulated time issued in favoure of the successful Bidder and that up to the complete satisfaction of the Authority concerned shall lead to cancellation of concerned order placed with.	

*Jr./Sr.Superintendent*  
**Calcutta University Press**