



Phone: +91 7432 991235, +91 3472 295189 EMAIL : srlmahavidyalaya@rediffmail.com
Website: www.srlm.ac.in

Sudhiranjan Lahiri Mahavidyalaya

(Accredited by NAAC)
ESTD 1966

(Affiliated to the University of Kalyani & Approved by the UGC under section 2 (f) & 12B)
P.O. - MAJDIA, DIST. NADIA PIN – 741507 WEST BENGAL, INDIA.

Memo No.: SRLM/QIN-3/025/ 2025

Date: 21.01.2025

NOTICE INVITING SEALED QUOTATION

The Principal, Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia, Pin-741507, invites **Sealed Quotations** through Speed Post in **two bid systems (Technical and Financial)** on behalf of the college from **Authorized Vendors/ Distributors/ Traders/ Qualified Suppliers** for the **supply of the following items:**

List of Items and Specifications

Sl. No.	Item Name	Make & Model	Specification & Description	Quantity (No.)
1	HP Colour LaserJet Printer	HP 178nw Colour LaserJet	Wireless, Multifunction (Print, Scan, Copy), Colour Laser Printing	As per requirement
2	HP ScanJet Scanner	HP ScanJet Pro 2600 f1	Automatic Document Feeder (ADF), Flatbed, High-Speed Scanning	As per requirement

INSTRUCTIONS TO BIDDERS

1. Eligibility Criteria

The following documents are required to be submitted along with the financial quotation:

1. PAN Card of the company or proprietor (as applicable).
2. Valid Trade License.
3. Latest Income Tax Return.
4. GST Registration Certificate.
5. P. Tax Registration Certificate with up-to-date challan.
6. Past Experience Certificate in Similar Kind of Work.
7. Declaration on Organization Letterhead for Not Being Blacklisted.
8. Tender Fees: Rs. 150/- (Non-Refundable) through Cheque in favor of Sudhiranjan Lahiri Mahavidyalaya.

2. Submission of Bids

- Bids must be submitted in sealed envelopes, clearly marked with the tender reference number and item name, through Speed Post only.
- The quotation must reach the college office on or before 06.02.2025 (within 3:30 PM on

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working days).

- **Late submissions will not be considered.**

3. Address for Submission

The Principal

Sudhiranjan Lahiri Mahavidyalaya
Majdia, Nadia, Pin: 741507

4. Contact Information

For any queries, contact:

Principal, Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia
Email: srlmahavidyalaya@rediffmail.com

TERMS AND CONDITIONS

5. Payment Terms

- Payment will be made **through NEFT/Bank e-Transfer** within **15 working days** from the date of **delivery and successful installation**.

6. Warranty

- The supplier must provide a **minimum warranty of one year** for all items against manufacturing defects.

7. Penalty for Delayed Delivery

- A penalty of **2% of the quoted amount per day** will be imposed for **delays beyond the stipulated delivery schedule**.

8. Acceptance Criteria

- The items will be **inspected upon delivery**.
- Any item **not meeting the specified quality standards will be rejected**.

9. Evaluation Criteria

- **Technical Compliance:** Compliance with the specifications listed above.
- **Price Competitiveness:** Quoted rates should be **inclusive of all taxes and delivery charges**.
- **Supplier Experience and Reputation:** Past performance and client references.
- **Delivery Schedule:** Ability to meet the required timeline.



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10. Order & Supply

- Orders will be placed with the successful tenderers **after execution of agreements.**
- The supplier must **complete the work within the specified timeline.**

11. Withdrawal/Cancellation & Purchase Policy

- The authority reserves the **right to withdraw, reject, or cancel any item or quotation at any stage without assigning any reason.**
- Submission of original **Banker's Cheque for processing fees and identification documents is mandatory.**

Sd/-

Dr. Dipankar Ghosh


Principal

Sudhiranjan Lahiri Mahavidyalaya

Important Dates

Last Date for Submission: 06.02.2025 (before 3:30 PM)

Mode of Submission: Speed Post Only


DR. DIPANKAR GHOSH
PRINCIPAL
Sudhiranjan Lahiri Mahavidyalaya
MAJDIA, NADIA

