

**Tender Notice**  
**for**  
**'Supplying and Installation of White Board'**

KNU/EO/Tend.(Board)/20/2022

Date : 23/05/2022

Quotations (Rate per Unit) in plain paper are invited from Reliable Firms/ Manufacturers/ Authorized Dealers/ Distributors/ Agencies having trade license and other relevant papers with GST NO. for supplying and Installation of the following items as per the TERMS and CONDITIONS given below. Intended bidders are requested to submit their lowest possible bid in a SEALED COVER with our REF. NO. and DATE and "**Quotation for supplying and Installation of White Board**" duly superscribed on the COVER and on the face of the offer letter addressing to the **Estate Officer (Addl. Charge), Kazi Nazrul University, Administrative Building (Ground floor), Nazrul Road, Kalla Bypass More, P.O.- Kalla C West Bengal -713340.**

for submission of quotation : 01/06/2022 (upto 12:30 p.m.)

Format for Submission of Quotations for the <b>Writing Board for Class Room</b>					
<i>Item (Specification)</i>	<i>Measurement</i>	<i>Qty.</i>	<i>Rate/Unit (Rs.)</i>	<i>GST, if any (Rs.)</i>	<i>Amount (Rs.)</i>
<b>White Board</b>					
- Non Magnetic, - Metal framed (Heavy duty aluminium), - Laminated back	1200 mm X 1800 mm ( 4 ft. x 6 ft. )	4			
- Scratch resistant - Chrome corners - Smooth & Glossy surface with good hardness	1200 mm X 2400 mm ( 4ft. x 8 ft. )	4			
<i>Total (in word) :</i>					

Validity of your offer will be 60 days *w.e.f.* publication of the tender

Warranty must be mentioned in your offer on the above items.

Bidder is requested to keep in touch with the Estate Officer (Addl. Charge), Kazi Nazrul University before quoting the rate to get better Knowledge of specification & quality of material.

Manufacturer Authorisation Form to be enclosed with rates.

Sd/-  
Estate Officer (Addl. Charge)

**TERMS & CONDITIONS OF TENDER**

Quotations should be for FREE DELIVERY at Asansol unless otherwise arranged.

Rates quoted should be Nett. and minimum period of validity of the quotation SHOULD BE FOR 45 DAYS from the closing date.

Quotations cannot be CORRECTED and ERASURE after submission.

Sample must be attached with quotation in all possible cases.

Intending Tenderers/Quotations must attach a copy of PAN CARD, GSTIN, etc. with the quotation.

6. Manufacturer's NAME and the COUNTRY OF ORIGIN of the materials offered must be clearly specified failing which the Tender will not be considered.
7. Samples must be submitted where specified so as to reach this office before the DUE DATE of tender. Samples must be labelled clearly with our ENQUIRY NUMBER, DUE DATE, NAME OF FIRM and number on sample must correspond to the items in the tender.
8. The tenderers will not be entitled to ask for any further information other than whether their tenders have been received or not.
9. The University does not bind itself to accept the lowest or any tender or assign any reason for non- acceptance. It further reserves the right to accept any tender in part or in whole at its option.
10. If the University finds that the materials supplied are not of the contract quality or not according to the specification required by the University or otherwise not satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said materials, cancel the order and buy its requirement elsewhere at supplier's responsibility.
11. Tenderers must as far as possible, arrange to supply the materials according to the terms of delivery specified in the orders. If however this is not possible, they shall clearly specify the time in which the delivery of the articles can be effected. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice.
12. If the deliveries are not regular and if on that account the University is forced to buy the materials elsewhere, any loss or damage that the University may sustain thereby will be recovered from the supplier for non-delivery at the scheduled periods.
13. THREE consecutive failures to supply within the scheduled time or times will entail removal of the Tenderer's name from the Approved List of Suppliers.
14. If any tenderer proposes to charge **Delivery charges**, in addition to his quoted rates this fact should be stated specifically in his quotation. In the absence of such statement the rate quoted will be deemed to be inclusive of **Delivery Charges**.
15. Non-Compliance of an order may lead to cancellation of enlistment and no enquiry will be issued in future. Up to 10% of bill value may be deducted for default on delivery.
16. Deduction of all taxes as per norms for each Bill/Invoice shall be made by the Authority at the time of payment.
17. In all cases of disputes, the decision of the university shall be final & binding on you.

Copy to:

1. The Dean, Faculty Council for Postgraduate Studies in Science and Technology
2. The Registrar, KNU;
3. The Finance Officer, KNU;
4. The Development & Planning Officer, KNU;
5. The Head, Department of Allied Health Science and Technology, KNU;
6. The Head, Department of Mathematics, KNU;
7. The System Admin *with a request to upload on the website;*
8. PA to the Vice Chancellor *for kind information to the Hon'ble Vice Chancellor*
9. Guard File



*M. M. Das*  
28/05/22  
(M. M. Das)

Estate Officer (Addl. Charge)  
Kazi Nazrul University

Estate Officer (Addl. Charge)  
Kazi Nazrul University  
Asansol- 713340