



MUZAFFAR AHMED MAHAVIDYALAYA

A GOVT. AIDED DEGREE COLLEGE

AISHE CODE - C7126

Ref. no: MAM/NIQ/01/2025

Date: 01/03/2025

MUZAFFAR AHMED MAHAVIDYALAYA
(Governing Body President's Office)
Tender Notice for Procurement of Xerox Machine

Sealed quotations are invited from vendors / suppliers, having enough experiences of I.T. products dealing for supply, assemble and installation of One (01) Xerox machine with following model no. for Muzaffar Ahmed Mahavidyalaya.

Specification of the computers:

Product Name	Model No.	Quantity
Xerox cum Printer	CANON imageRUNNER 3300 or CANON imageRUNNER 3225	01 (One)

Scope of Work

- Supply, installation, and commissioning of the Xerox machine at Muzaffar Ahmed Mahavidyalaya.
- Warranty and after-sales support for a minimum of one year.
- Training for the staff regarding the operation and basic troubleshooting.

Address & Enquiry for Quotation:	Delivery Address :
The President, Governing Body Muzaffar Ahmed Mahavidyalaya P.O. & P.S. – Salar Dist – Murshidabad West Bengal PIN - 742401	Muzaffar Ahmed Mahavidyalaya P.O. & P.S. – Salar Dist – Murshidabad West Bengal PIN - 742401

Important Date lines-

Publish of N.I.Q. : 01/03/2025
Last date of Submission of Sealed Quotation : 11/03/2025 (Upto 12:00 noon)
Opening of Quotation(s) : 11/03/2025 (at 03:00 pm)

Date : 01/03/2025

Place : Salar, Murshidabad.





INSTRUCTIONS TO THE BIDDER

1. The Bidder shall be OEM or Authorized Distributors/ Partners/ Dealers / Resellers having well experience in product dealing.
2. Quotation shall be duly, properly and exhaustively submitted (manufacturer's name, model number and specifications of each and every spare have be mentioned clearly).
3. Assembling & Installation Charges have to be mentioned in the quotation separately.
4. All pages of the bid should be signed with stamp by the Authorized Signatory of the bidder with company/seller's stamp on all the pages of this bid document.
5. There shall not be any cutting/over writing in the bid document. The financial figures in commercial bid shall always be both in figures and words. In case of any discrepancy in figures and words, the amount written in words shall be considered.
6. The bidder have to submit the copy of PAN, GST documents .
7. The quotation shall be placed in a properly sealed envelope addressed to The President, Governing Body, Muzaffar Ahmed Mahavidyalaya, P.O. & P.S. – Salar, Dist – Murshidabad, PIN – 742401.
8. Technical bid will be opened on 11/03/2025 at 03:00 pm in the Principal's Chamber of Muzaffar Ahmed Mahavidyalaya, Salar, Murshidabad.
9. Bidder shall quote for all the specified items and any selective bid shall be rejected.
10. The selection will be based on the lowest cost fulfilling all technical specifications and service requirements.

We confirm with our acceptance to the Instruction to the bidder at Sl. No. 1 to 7 as stated above.

Date : 01/03/2025

Place : Salar, Murshidabad.





TERMS & CONDITIONS

1. Submission of the duly signed bid implies that these conditions of tender have been read by the bidder and is aware of the scope of the supply and the quality of the material to be supplied.
2. The selection will be based on the lowest cost fulfilling all technical specifications and service requirements.
3. The final acceptance of the bid rests with the President, Governing Body, Muzaffar Ahmed Mahavidyalaya, Salar, Murshidabad, who reserves the right to accept or reject any or all tenders without assigning any reason thereof.
4. No representation for the enhancement of the prices of the accepted bid or alteration of the terms and conditions will be entertained at any stage.
5. The delivery period of the supplies should be within 10 (ten) days from the date of confirmed order from Muzaffar Ahmed Mahavidyalaya.
6. The supplier have to provide packing of the goods, as is required to prevent their damages or deterioration during the transit to their final destination i.e. the President, Governing Body, Muzaffar Ahmed Mahavidyalaya, Salar, Murshidabad.
7. The rates quoted shall be firm & all inclusive for delivery, assembling & installation at destination, i.e. Muzaffar Ahmed Mahavidyalaya, Salar, Murshidabad.
8. The Xerox machine have to be operationalized without any extra cost and to the satisfaction of the Principal, Muzaffar Ahmed Mahavidyalaya.
9. 100% Payment will be made against successful delivery of specified goods and satisfactory assembling and installation for which the bidder have to submit bills in duplicate (original + copy) giving the reference number of the supply order along with delivery note.
10. While submitting the bid, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid is liable to be rejected.
11. If any spare /parts of supplied xerox machine are found to be different than those in the accepted offer and are of specifications lower than those stipulated in the accepted offer, President, Governing Body; Muzaffar Ahmed Mahavidyalaya shall have the right to totally reject the said items and claim for appropriate compensation. The supplier shall be responsible for arranging the rejected said items to be removed at his cost from Muzaffar Ahmed Mahavidyalaya premises.
12. In the event of any dispute the legal matter shall be subjected to the jurisdiction of Kandi SDJM Court only.
13. Muzaffar Ahmed Mahavidyalaya, as per its discretion, may procure items from one supplier of items or discussions reject entire procurement process/quotations.

We confirm with our acceptance to the Terms & Conditions stated from 1 to 11 above.

Date : 01/03/2025

Place : Salar, Murshidabad.



Sd/-

President

Muzaffar Ahmed Mahavidyalaya