



RCC INSTITUTE OF INFORMATION TECHNOLOGY

CANAL SOUTH ROAD, BELIAGHATA, KOLKATA – 700015

Phone: (033) 23232463, Fax: (033) 23234668

Email: rcciit1999@gmail.com, Website: www.rcciit.org

LIMITED TENDER ENQUIRY

ENQUIRY NO. **RCCIIT/2023-2024/REV/12**

DATE: 06.03.2024

To

Dear Sirs,

Sub: **Request for Quotation for purchase of Answer Script.**

Last date of submission: **13.03.2024 at 1.00 P.M.**

Date of Opening : **13.03.2024 at 3.00 P.M.**

Dear Sir,

You are requested to quote for the following items sealed in single bid Super-Scribing “**Quotation for Answer Script**” on the cover against Enquiry no **RCCIIT/2023-2024/REV/12** dated **06.03.2024**. Offer with complete details on the following should reach this office (as stated below) on or before **13.03.2024 at 1.00 P.M.** Quote as per attached Annexure -1.

You are requested to kindly go through the detailed instructions and terms & conditions mentioned below and submit your most competitive offer by the last date and time of submission cited above.

INSTRUCTIONS

1. Please mention the enquiry no & due date on the top of the envelope.
2. Please submit copy of your GSTN NO., PAN NO., Valid Trade License and Valid Profession Tax Payment Certificate.
3. Tender should be dropped in the tender box kept in the Ground floor of Administrative Building of RCCIIT at Canal South Road, Beliaghata, Kolkata:- 700015. No tender is to be handed over to our staff personally. All tenders/ quotations should be sent to the following address: The Finance Officer, RCCIIT, Canal South Road, Beliaghata, Kolkata -700 015.
4. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date and time. Quotation received after the due date & time will not be considered.
5. Quotation document(s) and all enclosures must contain the signature of the competent authority of the firm.

Terms & Conditions:-

1. Late and delayed quotation:- Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of the closing/opening. It will be the sole responsibility of the firm that quotation should reach on or before the due date and time.
- 2 .The percentage of taxes must be extra in exact figure (should not be like “as applicable”) against, GST.
3. The exact days of delivery period, installation & commissioning schedule.
4. The exact figure of percentage of discount offered.



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5. The quoted price (final offer) must be F.O.R. i.e. RCCIIT, Canal South Road, Beliaghata, Kolkata-700 015 including Packing & Forwarding, Freight, and Insurance etc. with detail break-up.
6. The quotation must be neatly typed or computer printed. Quotations must carry the numbers of GST invariably on the top.
7. Specification and make:- Quotation should be given for the exact specification and make as shown in the enquiry against SI No. of the item. If in the view of the supplier there is any of the alternative item which can serve out purpose, quotation may also be given for the same separately. Client list along with the order copy of similar equipment supplied to any organization including detail of price & all charges must be attached. In the case of items quoted having specifications different than those mentioned in the enclosed Tender, kindly submit the information and the prices in the same format but on additional sheet(s).
8. The date of delivery should be strictly adhered to failing which the purchase order is liable to be cancelled; Penalty may be imposed as per P.O. terms & conditions. Goods should be securely, safely and adequately packed & dispatched at the risk of supplier and packing costs quoting this order reference should be kept in all package. Local firms are requested to deliver the goods in our stores before 3.00 P.M. on any working days.
9. Validity period: - The validity period of the offer should be clearly specified. It should be at least for 180 days from the last date of submission of quotations.
10. Guarantee/Warranty:- The equipment should be guaranteed against any manufacturing defect as per OEM from the date of successful installation. In case any part or whole of the equipment is found to be defective during guarantee period, the same will have to be replaced/repared free of cost at our premises.
11. All communications are to be addressed to the undersigned only. Any kind of canvassing visit to the Institute premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
12. RCCIIT, Kolkata reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
13. For any dispute, the place of jurisdiction shall be Kolkata, India only.

For RCC Institute of Information Technology

Sd/-

Finance Officer



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Annexure-1

Tender Format-1

PRICE BID

ENQUIRY NO. **RCCIIT/2023-2024/REV/12**

DATE: 06.03.2024

Sl. No.	Particulars	Qty	Rate (Rs.) per Pc	Total Amount (Rs.)	Total GST Amount (Rs.)	Total amount including GST (Rs.)
3	A4 SIZE 4 PAGES (8 FACES) ANSWER SCRIPT PAPER AS PER OUR SAMPLE SPECIFICATION IS ATTACHED HEREWITH.	15000 PCS.				

1. Delivery Mode: Free Delivery at RCCIIT Kolkata
2. Total Bid price should be inclusive of all taxes and levies, transportation, loading, unloading etc.
3. Delivery Period: _____ Days.
4. Validity Date: Maximum _____ days from the date of opening of bid.

PAN No.:

GST Registration No.:

Signature:

Name:

Affix Rubber Stamp:

Place:

Date:

N.B.: You can submit the sign and filled up copy through mail (-----) or post.

