J.U. WEBSITE

ENQUIRY No: **JU/CSE/PRINTER/1**

TELEPHONE NO: 2414-6666/6194/6643/6495/6443

(To be quoted in all Correspondences)

FAX: 2413-7121

Date: 07.07.2026

JADAVPUR UNIVERSITY
KOLKATA – 700 032, INDIA

I shall be pleased to receive your lowest possible quotation in a SEALED COVER with our ENQUIRY NUMBER and the DUE DATE duly superscribed on the COVER and on the face of the offer letter for the supply of the under mentioned goods or articles, subjects to the TERMS AND CONDITIONS outlined in the below.

Last date for submission of quotation is 14.07.2026 (Within 2:00 P.M.) at the Office of the CSE to be opened at 2:30 P.M.

Sl. No	PARTICULARS	BRAND/ MAKE	APPROXIMATE QUANTITY
01	Regn No: **1848/ Computer Science & Engineering:** INK TANK (A4 Size) All-in-One Auto Duplex WiFi Colour Printer with ADF, Print, Scan & Copy for office use. Standard installation. .	HP/Epson/ Cannon	03 Nos.

★ N.B:-

- **Authorization Letter from Manufacturer or Manufacturing Certificate from authority must be provided for Equip etc.**
- Quotation shall be accepted only from GST registered Vendor/Dealer/Manufactures etc. The GST registration number must be mentioned on the quotation.
- **Warranty must be mention for the item.**
- **Validity of your offer will be 90 days.**
- University reserves the right of selection.
- Parties are requested to keep in touch with **The Office of the CSE** , Jadavpur University before quoting the rate for better knowledge of specification & quality of material.

Yours faithfully

Principal Investigator

TERMS & CONDITIONS OF TENDER

1. Quotation should be for FREE DELIVERY at Jadavpur unless otherwise arranged.
2. Prices quoted should be nett and minimum period of validity of the quotation SHOULD BE FOR THREE MONTHS (90 Days) from the closing date
3. Quotations should be free from CORRECTIONS and ERASURE
4. Sample must be attached with quotation in all possible cases.
5. Manufacturer's NAME and the COUNTRY OF ORIGIN of the materials offered must be clearly specified failing which the Tender will not be considered.
6. Samples must be submitted where specified so as to reach this office before the DUE DATE of Enquiry. 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.
7. The tenderers will not be entitled to ask for any further information other than whether their tenders have been received or not.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. **If any tenderer proposes to charge GST & 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 GST & Delivery charges**.
14. Non Compliance of a 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.
15. IN ALL CASES OF DISPUTES, THE DECISION OF THE UNIVERSITY SHALL BE FINAL & BINDING ON YOU.

By Order