

**DEPARTMENT OF FOREIGN LANGUAGES, THE UNIVERSITY OF BURDWAN**

**No. FOREIGN LANGUAGES/2019-20/PUR/01 dated 13.03.2020**

Sealed quotations are hereby invited from the manufacturer/authorized distributors/suppliers for the supplying of the following items for the Department of Foreign Languages, The University of Burdwan, Golapbag, Burdwan-713104 in 2019-20.

**Vendors are requested to quote the following items.**

Sl. No.	Item	Quantity	Specification
1	DVD Player	2	Sony DVP-SR760HP
2	Genuine Windows for Computers & installation	2	Windows 2007
3	Antivirus	3	Quick Heal
4	Toner Dram of Photocopier	1	Canon 319 Image Class MF 5980 dw
5	Painting of Almirahs	3	

**Note:**

It must be noted that all the works mentioned above may not be done if necessary fund is not available.

Bidder should have local office at Burdwan to give support immediately (documentary proof must be attached). The bidder and OEM should not have been blacklisted or debarred from business at any point of time during last 10 years by any Govt./PSU undertaking. Undertaking to this effect must be submitted.

The Bidder must submit up to date documents relating to (a) Latest IT Return, (b) Trade License, (c) GST, (d) PAN.

Bidder should have previous experience in Govt. educational institutes/universities (copy must be attached).

Vendors are requested to inspect to understand the details of requirement/repair/maintenance etc before sending quotation for all the enlisted items.

**TERMS and CONDITIONS:**

1. The quotations must be strictly according to the specifications mentioned above.
2. All taxes and other charges (if any) must be mentioned clearly.

3. Payment will be made only after successful repairing of the items.
4. A vendor may submit quotation for a single item or for more than one item. GST documents, IT clearance Certificates, Credentials for last two years need to be submitted along with quotation as and where applicable.
5. On the envelope containing the quotation(s), the Vendor must mention the items for which the quotation(s) are given.
6. The quotations must be submitted to: Teacher in Charge, Department of Foreign Languages, The University of Burdwan, Golapbag, Burdwan-713104
7. The last date and time of submission of the quotation is 19.03.2020 within 05:00 p.m.
8. The University of Burdwan reserves the right to cancel a part of or the whole tender without showing any reason.

**Dr.Goutam Kumar Nag**

**H.O.D**

**Department of Foreign Languages**

**The University of Burdwan**