

ENQUIRY No: Equip-02/2025-26
(To be quoted in all Correspondences)



Date: 12/11/2025

MALAVIYA MISSION TEACHER TRAINING CENTRE (MMTTC)
JADAVPUR UNIVERSITY
KOLKATA – 700 106, INDIA

Lowest possible quotations are invited from reputed firms/companies in a SEALED COVER with the above-mentioned ENQUIRY NUMBER and the DUE DATE duly super scribed on the COVER and on the face of the offer letter for the supply of the undermentioned goods or articles, subjects to the TERMS AND CONDITIONS outlined in the below.

Last date for submission of quotation is: 18/11/2025 (Within 05:00 p.m.)

Sl. No.	PARTICULARS
1.	<u>Requisition No: 2829/MMTTC</u> <ul style="list-style-type: none">• Canon Digital Copier; Model: IR2224N with Duplex & Network (Network Print, Scan, Copy).• By-back of Canon Copier; Model: IR2318L (Old & Scrap Machine)

Note:-

1. Delivery within 2 weeks from the date of issuance of job order.
2. Party may be requested to keep in touch with the MMTTC, JU before quoting the rate for better knowledge of specification & terms and conditions.
3. Submission of Quotation at: MMTTC, Jadavpur University, Salt Lake Campus, Kolkata – 700 106
4. Address to: The Director, MMTTC, Jadavpur University, Salt Lake Campus, Kolkata – 700 106

Director, MMTTC, JU

TERMS & CONDITIONS OF TENDER

1. Quotation should be for FREE DELIVERY at MMTTC, Jadavpur University, Salt Lake Campus unless otherwise arranged.
2. Prices quoted should be net and minimum period of validity of the quotation SHOULD BE FOR SIX MONTHS from the closing date. GST and/or other taxes as applicable may be quoted separately.
3. If any tenderer proposes 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.
4. Quotations should be free from CORRECTIONS and ERASURES
5. Detailed work-flows must be attached with quotation in all possible cases.
6. Company/firm's NAME and ADDRESS must be clearly specified failing which the Tender will not be considered.
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 MMTTC 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 MMTTC finds that the materials supplied are not of the contract quality or not according to the specification required by it 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. 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.
12. IN ALL CASES OF DISPUTES, THE DECISION OF THE UGC-HRDC AND JADAVPUR UNIVERSITY SHALL BE FINAL & BINDING ON THE TENDERER.

By Order