



# SAGAR MAHAVIDYALAYA

Affiliated to the University of Calcutta, Under 2 (f) & 12 (B) of UGC, NAAC Accredited.

P.O.- Harinbari, P.S.- Sagar, Dist.- 24 Pgs. (S), Pin- 743373, W.B., Ph.- (03210) 240 882, Mob.- 8240925284  
E-mail : [sagar.mahavidyalaya@gmail.com](mailto:sagar.mahavidyalaya@gmail.com), Website : [www.sagarmv.ac.in](http://www.sagarmv.ac.in)

Memo No.-

233/SM/2024-25

Date 19.6.2025



## Notice Inviting Quotation

Sealed quotations are invited from the reputed Manufacturers/Companies/Vendors/Suppliers/Agencies whose head office/branch office is located in any district of West Bengal for the procurement of 4 (four) Desktop Computers (Assembled). The specifications of the required peripherals/parts for the Assembled Desktop Computers have been enclosed (Annexure-I). Interested Manufacturers/Companies/Vendors/Suppliers/Agencies may submit their quotation mentioning unit price, warranty and replacement guarantee of each item and total value of one Desktop Computer (Referred to Annexure-I) with copy of Trade License, GST registration Certificate, PAN Card and Experience Certificate (if any) of Business at the quotation drop box placed at the Administrative Office of Sagar Mahavidyalaya within 4:00 P.M. of 28<sup>th</sup> June 2025 (The College will remain closed on Sunday and Holiday). The signed quotation should be addressed to the Principal, Sagar Mahavidyalaya with forwarding letter using their organization letter pad.

### Followings are the Terms and Conditions:

1. No e-mail/postal quotation will be accepted. Each Manufacturers/Companies/Vendors/Suppliers/Agencies must submit only one quotation. Modified quotation will not be accepted.
2. Delivery and Installation location at Sagar Mahavidyalaya.
3. Delivery and installation within 15 days after the issuance of work order/contract.
4. No Additional transportation cost and installation charge to be claimed by the Manufacturers/Companies/Vendors/Suppliers/Agencies.
5. Copy of valid Trade License, GST registration Certificate, PAN Card and Experience Certificate (if any) of Business of the Manufacturers/Companies/Vendors/Suppliers/Agencies to be enclosed with the quotation.
6. Warranty Certificate and Replacement Declaration to be submitted during installation.
7. There is no advance payment. Full payment to be processed after installation within 10 days through online Account transfer.
8. College Authority (Purchaser) has the right to reject any incomplete quotation without furnishing reasons.
9. College Authority has the right to increase/decrease the number of desktop computer during purchasing and has the right not to pursue this purchasing procedure if suitable quotations are not received against this notification or for any other reason/s.
10. Quotation should be valid for a period of three months (90 days) from the date of quotation.
11. Quotation with mismatch specifications (Referred to Annexure-I) will not be considered.
12. Purchaser will award the work order/contract to the Manufacturer/Company/Vendor/Supplier/Agency based on the parameters - total lowest value quotation, warranty and replacement guarantee against the specifications (referred to annexure-I).

19.6.2025  
Dr. Surajit Bari

Principal  
Sagar Mahavidyalaya

Principal  
Sagar Mahavidyalaya  
Harinbari, Sagar, South 24 Pgs., Pin-743373

