# NOTICE INVITING QUOTATION

## Khejuri College

Baratala, Purba Medinipur, Pin – 721431

**Memo No: KC/ Quotation/16/2023** **Date: 25.07.2023**

**Sealed quotation is hereby invited from genuine suppliers/ buyer from 25.07.2023 to 01.08.2023 from 11 am to 2.30 pm. at the college office regarding purchase of one photocopier (Model No: Ricoh MP 2014D) Buy Back against the existing photocopier (Model No: MPC 2030, functioning for more than 10 Years). The interested vendor may submit their quotation by 01/08/2023 to the college office.**

**Terms and Conditions for submission of Quotation Paper for supplying of Items.**

1. The rate of items must be written in both words and figures clearly and differently. Overwriting/correction, if any, must be authenticated with the signature of the supplier.
2. The supply of items must be made to the Principal, Khejuri College, Baratala, Purba Medinipur, PIN-721431.
3. The rate must include all taxes, sur-charges, if any, and carriages up to the Khejuri College, Baratala, Purba Medinipur.
4. Copy of PAN Card must be enclosed with the quotation paper.
5. GST Challan of must be enclosed with the quotation paper.
6. Income Tax Return must be enclosed with the quotation paper.
7. Copy of Trade License to carry on business must be produced with the quotation paper.
8. The undersigned reserves the right to accept any or reject any or all the quotation without assigning any reason thereof.
9. The undersigned also reserves the right to distribute the work among the suppliers.
10. The undersigned will not take any risk if the quotation documents are received beyond the prescribed date and time.
11. The supplier, after procuring the quotation, must discuss with the undersigned about the specific number of items of various sizes which would be ordered by the college.
12. The Total Cost of the Material should not exceed Rupees Eighty Thousand.
13. The items must be supplied within seven days from the date of receipt of supply order.

Khejuri College Estd.- 1999 Purba Medinipur

S. Bhatta 25/7/2023

Principal
Khejuri College, Baratala,
Purba Medinipur, PIN-721431.

Principal
Khejuri College

Copy to the

1. Khejuri College website
2. Khejuri College Notice Board, Baratala, Purba Medinipur.
3. Principal/Bursar- Khejuri College, Baratala, Purba Medinipur
4. Guard File- Khejuri College, Baratala, Purba Medinipur