

**Office of the Principal
Government of Tripura
Ramkrishna Mahavidyalaya
Kailashahar, District: Unakoti**

SHORT NOTICE INVITING TENDER/QUOTATION

No. F. 2(38)/RKM/KLS/2011/

Dated : Kailashahar, the 18th May, 2018

Sealed Tenders/Quotations are invited from the interested “Authorized distributors/supplier” of India for procurement of (i)**Text books/Reference books for various subjects** (ii) **Wifi hotspot system (router)** (iii) **Cartridges for Printers (HP Laser Jet ProM104a &HP laser Jet Pro MFP M132a)**. Last date of receipt of complete tender/quotation is **31st May, 2018 (2 pm)** and will be opened on the same date at 2.30PM. Authorized distributors/ suppliers are requested to submit quotations in the prescribed format only enclosed herewith (*Annexure-I*).

----sd----
Principal-in-Charge
Ramkrishna Mahavidyalaya
Kailashahar

Terms and condition for submitting quotation.

1. The distributors/ suppliers should carefully place the quotation of the subject books which they can supply reliably and in due time. Unnecessary quoting of items which they will be unable to supply at later stage at the time of issuing supply order could results in penalty or as decided by the concerned College authority and can also leads to cancelling of purchase order of the same.
2. The distributors/ suppliers can quote for any set/subject or all the books. However, Quotation should be submitted separately for each subject, mentioning clearly the books they can supply. In the quotation our notification reference number should be mentioned separately for each of the quotation as mentioned in the corresponding annexure.
3. The quotation must contain a valid distributors/ suppliers reference number and date. The validity of the quotation should be at least 45 days. The distributors/ suppliers quotation number should be separate corresponding to each annexure they quote.
4. It should be noted that no advance payments in any form will be made to the competent distributors/ suppliers quoting the lowest price and to whom the purchase/supply order will be issued. **Lowest price will be calculated considering discounts, transportation costs if any and other taxes as applicable.** The payment will only be made after satisfactory delivery of books in good condition and after checking its compliance with the requirements.
5. It should be noted that no payment will be made towards packing, freight, forwarding, handling and transportation to F.O.R destination Ramkrishna Mahavidyalaya, Kailashahar.
6. It should be noted that the books quoted with specification should matches with the actual books they supply. If at the time of checking, delivery it is found that the books differs from what asked for, it will be rejected then and thereby and the payment will not be made.
7. Distributors/ suppliers should provide their Authorisation/GST/PAN etc. registration no. in the quotation.
8. Taxes as applicable will be deducted at source as per rules.

The distributors/ suppliers or alike whoever be submitting quotations should comply with the above terms and conditions and thus submitting a quotation would imply their agreement on the same.

Annexure-I

FORMAT FOR SUBMISSION OF QUOTATIONS

1. QUOTATIONS TO BE SUBMITTED PREFERABLY IN THE PAD OF THE MANUFACRURERS/ VENDOR/ SUPPLIERS
2. PLEASE MENTION OUR REF/ NOTIFICATION NO. WITH DATE
3. VENDOR/ SUPPLIER REF NO./ QUOTATION NO. WITH DATE SHOULD BE MENTIONED
4. PLEASE SUBMIT IN TABULAR FORM CITED BELOW

SL NO.	Items & Specification	Publishers/ Make	Price (In Rs.)	Discount	GRAND TOTAL (In Rs.) (4-5)
(1)	(2)	(3)	(4)	(5)	(5)
1					
2					
3					
⋮					

5. TERMS AND CONDITIONS/ VALIDITY, ETC
6. **DISCOUNT/REBATE(IF ANY) MAY BE MENTIONED IN A SEPARATE COLOUMN**

Note : COMPARISON WILL BE MADE ON GRAND TOTAL AMOUNT ONLY