



NOTICE INVITING QUOTATION (NIQ)

1. Name of item

Supply of **20 Pcs metal body stand fan (20 inch)** including delivery at Biswa Bangla Biswabidyalay, Shibpur, Bolpur, Birbhum, WB, 731204.

2. Specification of item

Bidders shall quote for stand fans strictly as per or superior to the following minimum specifications:

- Sweep: 500 mm (20 inch)
- Type: Metal body pedestal / stand fan.
- Number of blades: Minimum 3, metal.
- Speed: Minimum 3-speed control.
- Motor: Heavy-duty copper winding, suitable for continuous operation.
- Power supply: 230 V $\pm 10\%$, 50 Hz, single phase.
- Guard: Double ring metal guard with close mesh.
- Height: Adjustable stand.
- Warranty: Minimum 1 (one) year onsite warranty from date of supply.

Bidder must clearly mention brand, model, technical specifications and warranty period in the quotation.

3. Quantity

- 20 inch metal body stand fan: **20 Nos.**

Authority reserves the right to increase or decrease the quantity at the time of issuing supply order.

4. Eligibility of bidders

Quotations will be accepted only from:

- Manufacturers / authorized dealers / authorized distributors / reputed suppliers of electrical appliances.
- Bidders having valid GST registration and PAN.
- Bidders having valid Trade License.

Self-attested copies of the above documents must be enclosed with the quotation.

5. Schedule

- Last date and time of receipt of sealed quotation: **28/05/2026 up to 2:00 PM.**
- Date and time of opening of quotations: **28/05/2026 at 5:00 PM.**
- Place of submission and opening: Office of the Finance, Biswa Bangla Biswabidyalay, Shibpur, Bolpur, Birbhum, WB, 731204.

Quotations received after the due date and time will be summarily rejected.

6. Submission of quotation

Quotations must be submitted in sealed cover super scribed "Quotation for supply of 20inch metal body stand fan" along with Memo No. BBB/Finance/NIQ-Stand Fan/26-27/03, dated 20-05-2026.





- The sealed cover should be addressed to:

To,
The Finance Officer,
Biswa Bangla Biswabidyalay,
Shibpur, Bolpur, Birbhum, 731204.

Rates must be quoted in the bidder's letterhead, duly signed and stamped, clearly mentioning:

- Basic rate per unit
- GST rate and amount
- Any other applicable charges
- Total amount (in figures and words)

Rates should be quoted **for destination**, inclusive of delivery, loading-unloading and all incidental charges.

7. Taxes and duties

- GST and other statutory taxes, if any, must be shown separately in the quotation.
- TDS shall be deducted as per rules, where applicable.

8. Validity

The quoted rate shall remain valid for a period of **90 (ninety) days** from the date of opening of quotation.

9. Delivery period

The supply is to be completed within **10 (Ten) days** from the date of issue of supply order, unless extended in writing by the competent authority.

10. Payment terms

- Payment will be made after successful delivery and verification of supplied items and submission of pre-receipted bill in duplicate, subject to availability of fund and observance of all formalities.
- No advance payment will be made.

11. Inspection and acceptance

- The supplied stand fans will be inspected by the authorized representative.
- Material not conforming to the required specifications or found damaged or defective shall be rejected at the supplier's cost and risk.

12. Warranty and after-sales service

- The supplier shall provide minimum 1 (one) year onsite warranty from the date of supply.
- Any defect arising during the warranty period shall be rectified/replaced by the supplier at no extra cost within a reasonable time.

13. Dispute and jurisdiction

In case of any dispute, the decision of the (competent authority) shall be final and binding. Jurisdiction shall lie with the appropriate court at Bolpur.



Sd/-

Finance Officer (Acting)
Biswa Bangla Biswabidyalay
Shibpur, Bolpur, Birbhum.