



বিশ্ব বাংলা বিশ্ববিদ্যালয় BISWA BANGLA BISWABIDYALAY

Address: Bolpur, Birbhum-731204

Email: fo@bbb.ac.in

Phone: 9382861052

Website: www.bbb.ac.in

Ref: BBB/Finance/NIQ-Printer/26-27/12

Date: 14-07-2026

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are invited from reputed suppliers/authorized dealers/manufacturers for the supply of **LaserJet Auto Duplex Printer** as per the details given below.

Item Description and Quantity:

Sl. No.	Item Description	Specification	Unit	Rate per Unit (Rs.)	Amount (Rs.)
1	LaserJet Printer (Print, Scan, Copy, Auto Duplex, Wireless, Network)	• Functions: Print, Scan and Copy • Print Technology: Monochrome Laser • Automatic Duplex Printing: Yes • Connectivity: Wireless (Wi-Fi), Ethernet and USB • Automatic Document Feeder (ADF): Yes • Print Speed: Minimum 33 ppm (A4) • Print Resolution: Up to 1200 × 1200 dpi • Mobile Printing Support: Yes • Display: 2-Line LCD Display or better • Input Tray Capacity: Minimum 250 Sheets • Starter Toner: Original HP Starter Toner Included • Operating System Compatibility: Windows 10/11 • Warranty: Minimum 1-Year Onsite Warranty	03 No.		

Schedule:

- **Last date and time for submission of quotation:** 20/7/2026, 5:30 PM
- **Date and time of opening of quotation:** 21/7/2026, 11:00 AM, by the Purchase Committee, and the vendor or their authorized representative is welcome to attend.
- **Place of submission and opening:** Office of the Vice-Chancellor, Biswa Bangla Biswabidyalay, Shibpur, Bolpur, Birbhum – 731204.

Eligibility of Bidders:

Bidders should meet the following minimum eligibility criteria:

- Valid trade licence for dealing in printers and peripherals.
- Valid GST Registration and PAN.
- Authorization Certificate from HP (Preferred).
- Proof of similar supply to any Government Department/PSU/University/Recognized Institution during the last three years.
- Self-attested copies of supporting documents must be enclosed with the quotation.

Submission of Quotation:

- Quotation must be submitted in a sealed envelope superscribed:





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"Quotation for Supply of Laser Jet Auto Duplex Printer – BBB/Finance/NIQ-Printer/26-27/12, Date: 14/07/2026."

- The quotation shall be typed or written in indelible ink with all corrections duly signed by the authorized signatory.
- The quoted price should include all applicable taxes, transportation, installation, demonstration, and commissioning charges.
- The supplier shall mention warranty details and after-sales service support.

The following documents must be enclosed:

- Detailed Price Bid.
- Copy of GST Registration Certificate.
- Copy of PAN Card.
- Copy of Trade Licence.
- Authorization Certificate from HP (if applicable).
- Name, address, contact number, and email ID of the bidder.

Delivery:

- Material shall be delivered at **Biswa Bangla Biswabidyalay Main Campus**.
- Delivery period: **Within 15 days** from the date of issue of Work Order.
- Transportation, loading, unloading and installation shall be arranged by the supplier at their own cost.

Quality and Inspection:

- Material found damaged, defective, or not conforming to the specifications shall be rejected at the supplier's cost.
- The decision of the officer-in-charge regarding quality and quantity shall be final.
- Warranty shall be **minimum one (01) year onsite** or as per the manufacturer's warranty, whichever is higher.

Payment Terms:

- 100% payment shall be made after successful delivery, installation, commissioning, acceptance of materials, and submission of pre-receipted bill in duplicate.
- Statutory deductions such as TDS etc. shall be made as applicable.

Validity of Quotation:

- The quotation shall remain valid for **15 days** from the date of opening of quotations.

Other Terms and Conditions:

- The undersigned reserves the right to accept or reject any or all quotations, in part or in full, without assigning any reason.
- Incomplete quotations or quotations received after the due date and time shall be rejected.
- In case of any dispute, the decision of the competent authority of **Biswa Bangla Biswabidyalay** shall be final and binding.

Sd/-



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