

GOVERNMENT OF TRIPURA
Sri Aurobindo General Degree College
(English Medium),
Kunjaban, Agartala, 799005

No.F.3(5)-SAGDC/ENGM/ESTT(S)/AGT/2022/ 190

Dated, Agartala, 25th of July, 2025

Short Notice Inviting Quotation

Sealed Quotation are invited by the undersigned from the reputed and experienced Supplier/ Dealer/Firm for the supply of Multi-Function Printer at Sri Aurobindo General Degree College (English Medium), Kunjaban, Agartala, West Tripura.

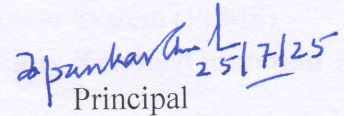
Specification of the Printer

SI No	Name of the equipment	Technical specification	Warranty	Quantity
1	Printer Multi-Function	Laser, Wireless, Print, Copy, Scan, Ethernet, Hi-Speed USB 2.0, Up to 21 ppm, 150-sheet Input Tray, 100-sheet Output Tray, 10,000-page Duty Cycle, 1-Year Warranty, Black and White	1 year	02

The detailed description and specification of item with terms and conditions will be available from the office of the Principal, Sri Aurobindo General Degree College (English Medium) from 11.00 am to 3.00 pm up-to 31/07/25 or from the college website <https://www.sagdcem.ac.in>.

The Quotation would be received at the office of the undersigned up to 3 pm on 31/07/25 by speed post/Courier Service/By Hand and will be opened on next working day, if possible, in the Office of the Sri Aurobindo General Degree College (English Medium).

The undersigned reserve the right to cancel of the Tender in Full or parts at any time without assigning any reason thereof.


Principal

Sri Aurobindo General Degree College
(English Medium),
Kunjaban, Agartala, West Tripura

Copy to:

1. College Office for circulation in College notice board.
2. In Charge, College Website for uploading it in the Website.

Terms & Conditions

1. The supply order will be awarded to the vendor based upon the merit of the quotation and a suitable procedure adopted by the College Authority. The adopted procedures for evaluating the quotation shall be final and binding on all the parties.
2. The tender/quotation should be supported with the following documents and original of the same will be verified at the time of opening of quotation.

A. GST registration and Income Tax Clearance Certificate for current year.

B. Authorized dealership certificate.

C. Copy of PAN

D. Trade License Certificate

3. Supplier/Authorized Dealer/Firm/Interested person would be selected on the basis of Highest Discount Offered.
4. Quality of the Printer would also taken into consideration and a warranty for a period of at least 1 year should be provided.
5. If the Rate of Discount offered by two or more Suppliers/Publishers is same, in that case they will be asked to resubmit their quotations on a prescribed date by offering Higher Discount.
6. Printers to be delivered to the College by the Suppliers/Publishers at their own cost and no damaged Printer would be accepted.
7. Sealed quotations are to be addressed to the Principal, Sri Aurobindo General Degree College (English Medium), Kunjaban, Agartala, Tripura (W) and sealed cover should be super-scribed as "TENDER/QUOTATION" in capital words.
8. Payment would be made after proper verification of the Printers by the College. Bill in triplicate along with a copy of supply order and delivery challan may be submitted to the College Office.
9. Statutory deductions from the bill, namely, Income Tax, & GST will be deducted as applicable at the source.
10. Printers to be delivered within 15 Days from the acceptance of the Supply Order.
11. Mode of Payment would be through Public Financial Management System (PFMS).
12. **The college authority reserves the right to Accept/Reject any Tender/Quotation at any stage without showing any reason.**