

Brainware University
BARASAT: KOLKATA-700 125
TELEPHONE NO: 033-69010654

Notice inviting quotations (Including WEBSITE publication)

ENQUIRY No: BWU/CHM/OTHERS/ODD (25-26)/8 Date: 02.05.25
(To be quoted in all Correspondences)

Dear Sir,

University will be pleased to receive your lowest possible quotation in a SEALED COVER with our ENQUIRY NUMBER and the DUE DATE duly super scribed on the COVER, and on the face of the offer letter for the supply of under mentioned goods and articles, subjects to the terms and conditions outlined below.

The last date of submission of QUOTATION is 12.05.2025 (4:00 pm)

Sr.	Name of the item	Maker (if applicable)	Detailed Specification of item (if applicable)	UOM	Quantity Required
1	Tissue paper			Roll	10

*** N.B:-Authorization letter from Manufacturer or Manufacturing Certificate from appropriate authority is required, if applicable.**

- 1. Quotation shall be accepted only from GST registered vendor/Dealer/ Manufactures etc.** The GST registration number must be mentioned on the quotation.
- 2. Validity of the quotation must be for 30 days from the date of submission.**
- 3. The last date of submission of tender is 12.05.2025 within 4 p.m.** at the Purchase Section, Building-III/RR-112, **to be opened at 5 p.m. Vendors are requested to attend.**
- 4. Party is requested to keep in touch with HOD-of CHEMISTRY Deptt.** Of the University before quoting the rate for better Knowledge of specification & quality of materials asked.
- 5. University reserves the right of selection.**

Last date for submission of quotation is 12.05.2025 Within 4.00 P.M. to be opened at 5.00 P.M.

SD/-
Purchase Officer
Authorised Signatory

TERMS & CONDITIONS OF NOTICE INVITING QUOTATIONS

1. Quotation should be for **FREE DELIVERY** at the University campus, unless otherwise agreed.
2. Prices quoted should be net and minimum period of validity of the quotation should be for one month from the closing date & should be free from **CORRECTIONS**.
3. Sample must be attached with quotation in all possible cases & when asked for, before the **DUE DATE** of Enquiry.
4. The University does not bind itself to accept the lowest or any tender or assign any reason for non-acceptance. It further reserves the right to accept any tender in part or in whole at its option.
5. If the University finds that the materials supplied are not of the contract quality or not according to the specification required by the University or otherwise not satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said materials, cancel the order and buy its requirement elsewhere at supplier's responsibility.
6. Tenderers must as far as possible, arrange to supply the materials according to the terms of delivery specified in the orders. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice, or
7. If the deliveries are not regular and if on that account the University is forced to buy the materials elsewhere, any loss or damage that the University may sustain thereby will be recovered from the supplier for non-delivery at the scheduled periods.
8. **THREE** consecutive failures to supply within the scheduled time or times will entail removal of the Tenderer's name from the Approved List of Suppliers.
9. If any tenderer charge GST, in addition to his quoted rates this fact should be stated specifically in his quotation. In the absence of such statement the rate quoted will be deemed to be inclusive of GST. Payment of a Tax Invoice is dependent of checking of regularity of GST returns of a vendor, as applicable.
10. Non-Compliance of an order may lead to cancellation of enlistment and no enquiry will be issued in future.
11. Up to 10% of bill value may be deducted for default and/or delay in delivery @1% per week of delay, without prior confirmation from the University.
12. In all cases of disputes, the decision of the university shall be final & binding on you.
13. Vendor is to complete delivery first then raise the Tax Invoice; thus against one order only one Tax Invoice will be accepted, if delivery is made in parts, there may be more than one challan (say Three/four) challans.
14. The vendor must update delivery status of all individual orders in mail, as per our schedule and committed dates, for better tracking, including the submission of original Tax Invoice/bill.
15. For new vendors, PTPC is a must, it should be intimated to all.
16. One warranty clause must be mentioned

By Order