



From: Officer-in-Charge
RRSS (OAZ)

Uttar Banga Krishi Viswavidyalaya

Regional Research Sub Station, Old Alluvial Zone

P.O. Mathurapur, Manikchak, Dist. Malda Pin: 732203

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Dr. T. Dhar, Professor, Agril. Entomology

Ref. No. 377/RRSS-MC/UBKV/Est.(T&P)/2025-26

Date: 14/07//2025

Notice Inviting Quotation (NIQ)

Sealed quotations are invited from bonafide agencies for supply of desktop PC in the office premises of Regional Research Sub Station (Old Alluvial Zone), UBKV, Mathurapur, Manikchak, Malda, Pin-732203 as per specification and quantity stated below.

Sl. No.	Product with specification	Preferred Make	Quantity
1	Desktop PC (12 th /13 th generation intel® core™ i7, 16 GB DDR4/DDR5, 1000 GB SSD Hard Drive, Windows 11 Home, 24" monitor, WiFi connectivity, Key board with mouse and mouse pad	Dell/ Hp/ Lenovo/ Acer	1 no.

Eligibility for quoting:

- Original manufacturers/ authorized dealers/ authorized channel partners are eligible to submit the bid for the item.
- Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item are not eligible to participate in the bid for that item.

Important Information/Instruction:

1	Name of the Job	:	Supply of Desktop PC
2	Place of Supply	:	Regional Research Sub Station (Old Alluvial Zone), UBKV, Mathurapur, Malda, Pin-732203 (erstwhile Manikchak Block Seed Farm)
3	Quotation to be addressed to the	:	The Officer-in-Charge, Regional Research Sub Station (Old Alluvial Zone), UBKV, Mathurapur, Manikchak, Malda, Pin-732203
4	To be submitted in the office of the In-Charge	:	Regional Research Sub Station (Old Alluvial Zone), UBKV, Mathurapur, Manikchak, Malda, Pin-732203
5	Essential documents to be submitted with bids	:	Self-attested copy of (1) AADHAR Card of the proprietor, (2) PAN Card of agency/proprietor, (3) GST Registration Certificate, (4) Trade License, (5) Registration certificate of P. Tax with latest clearance certificate, (6) Manufacturer/Channel Partner/Dealership certificate, (7) Self-declaration regarding Aadhar linked PAN, if PAN of the agency not available and (9) Copy of the Notice Inviting Quotation
6	Desirable documents to be submitted with bids	:	Supply experience in related fields in any Government/ Government aided organizations
7	Submission of bid	:	The intending agency must fill up the price bid legibly as per format provided and put signature and seal on each page of the 'Notice Inviting Quotation'. The Bid document complete in all aspect (A covering letter addressed to the Officer-in-Charge as mentioned at Sl no. 3 above, signed Price Bid and signed Notice Inviting Quotation) shall be put together in a sealed envelope. Forwarding letter shall contain contact details of the vendors including email id.
8	Mode of Submission	:	Registered Speed Post/ Courier Service/ By hand in a closed envelop super scribed as 'Supply of desktop PC'

Important Dates and Time:

1	Date of Publication	:	14/07/2025
2	Last date of bid submission	:	29/07/2025 within 5 p.m.
3	Date, Time and Venue of Opening of Bid	:	30/07/2025 at 11.30 a.m. in the Office of the In-Charge, Regional Research Sub Station (Old Alluvial Zone), UBKV, Mathurapur, Malda, Pin-732203

Signature
14/07/25

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Other Terms and Conditions:

1. The Price Bid must be submitted in the format provided below. No modification in the Price Bid format will be accepted.
2. The quoted price shall be inclusive all taxes.
3. The quoted price of the items spelt out in the quotation shall remain valid for a minimum period of 180 days from the date of opening of the bid. The quoted price of the item quoted by the bidder shall not be subject to adjustment on any account.
4. Price bid Comprises of rate of items per unit including all applicable taxes, installation charges and incidental charges.
5. The customization of RAM and SSD Hard drive may be allowed and same shall be written in the specification. The price of the customized model shall not cross the approved price of the model.
6. The supply of the item and job of installation must be completed within 21 days from the date of receipt of the work order.
7. The materials shall be delivered by the supplier at their own cost and responsibility.
8. 100% payment will be made through CBS or NEFT only after satisfactory completion of jobs by obtaining Completion Certificate from the Competent Authority of the University.
9. Conditional bids in any respect shall liable to be rejected.
10. The decision of the Purchase authority shall be final and be binding on the agency. The University may reject all the bids or partial bids or cancel the NIQ without assigning any reason thereof.

Price Bid Format:

Sl. No.	Product	Product Specification (in detail)	Quoted Make and model	Quantity	M.R.P.	Discount (%)	Unit Rate (inclusive of GST)	Total Quoted Price (inclusive of GST)
1	Desktop PC			1 no.				

The Terms and Conditions mentioned above shall be abided by each bidder, failing of which his/her bid/ supply order shall be cancelled.

S/d
(Officer-in-Charge)

Ref. No. 377(1-7)/RRSS-MC/UBKV/Est.(T&P)/2025-26 Date: 14/07//2025

Copy forwarded for information to:

1. The Registrar, UBKV
2. The Director of Research, UBKV
3. The University Instrumentation Engineer, UBKV
4. Subhendu Das, Jr. Assistant, UBKV with a request to upload the tender in the University Website.
5. Office Notice Board, RRSS (OAZ), UBKV
6. Store Section, RRSS (OAZ), UBKV
7. Guard File


(Officer-in-Charge)