

No. : L/342/22/25-26, dt. 07/01/26

UNIVERSITY OF CALCUTTA
CENTRAL LIBRARY
87/1 COLLEGE STREET
KOLKATA – 700 073

Tel : (033) 2241-0071, 4984

Fax : 91-033-2241-3222

Email : univlibrarian@caluniv.ac.in



From : The University Librarian

07 January 2026

Subject : Notice inviting quotation for repairing and upgrading 12 (twelve) Lenovo computers at the Law Campus Library, University of Calcutta.

Sealed Quotations are invited for repairing and upgrading 12 (twelve) Lenovo computers as detailed below:

Repairing Items:		
Sl. No.	Item Descriptions	Quantity
1.	Lenovo make motherboard	4 nos.
2.	Lenovo make SMPS	3 nos.
New Items for Upgradation & Replacement of defective parts		
Sl. No.	Item name	Quantity
1.	256 GB SATA SSD	7 nos.
2.	8 GB DDR3 RAM	5 nos.
3.	2 GB DDR2 RAM	12 nos.
4.	Keyboard and Mouse	7 nos.
5.	20-inch Monitor	7 nos.
6.	CMOS Battery	15 nos.
7.	1 PC DDR3 Motherboard	1 no.
8.	Service for 12 Lenovo Desktops	

Materials are required to be supplied and installed within 7 days on placement of work order.

The rate quoted should be inclusive of all taxes.

The duly filled up quotations as per format given below must reach the office of the University Librarian, Central Library, 87/1 College Street, Kolkata – 700073 on or before 20/01/2026 along with copies of Trade license, GST registration certificate, Pan card, and other relevant documents as required. The quotation received after the stipulated date will not be entertained.

University Librarian

Quotation Pro-forma

To,
The University Librarian,
University of Calcutta,
Central Library, 87/1 College Street, Kolkata – 700073

Subject : Notice inviting quotation for repairing and upgrading 12 (twelve) Lenovo computers at the Law Campus Library, University of Calcutta.

Sir,

In accordance with your quotation no., dated, we hereby submit our rates for repairing of 12 Lenovo computers and supply & installation of new items for your consideration. Necessary particulars are given below:

1.	Name of the Bidder	
2.	Complete office address of the bidder	
3.	Contact details	Mobile Number : Email:

Our rate for the items:

Repairing Items:				
Sl. No.	Item Descriptions	Quantity	Rate per unit with GST	Total amount with GST
1.	Lenovo make motherboard	4 nos.		
2.	Lenovo make SMPS	3 nos.		
New Items for Upgradation & Replacement of defective parts				
Sl. No.	Item name	Quantity	Rate per unit with GST	Total amount with GST
1.	256 GB SATA SSD	7 nos.		
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4.	Keyboard and Mouse	7 nos.		
5.	20-inch Monitor	7 nos.		
6.	CMOS Battery	15 nos.		
7.	1 PC DDR3 Motherboard	1 no.		
8.	Service for 12 Lenovo Desktops			
			Total amount	

Declaration :

I hereby declare that (a) the statements made in this application are true, complete and correct to the best of my/our knowledge and belief and in the event of any information found false / incomplete, my/our candidature is liable to be cancelled/rejected; (b) Original documents/certificates will be produced on demand. (c) I/we agree to abide by the terms and conditions of the Quotation.

Place :

Date :

(Full signature of the bidder with seal)