

Scottish Church College
1 & 3 Urquhart Square Kolkata -700 006

Notice for quotation

Ref: Tender Estate/SCC /33/2025-26 Dated 05-02-2026

Contact: Dr.Bidisa Sinha (M- 90079 50787)
Mr. Souvik Mondal (M- 89429 – 76986)

Utkarsha Bangla Kendra

Centre: Scottish Church College
Course Name: Data Entry Operator

Appropriate quotation is invited in sealed cover from eligible bidders' /suppliers/ vendors for Purchase (with installation) of Tools & Equipment for Data Entry Operator Course with the following specifications

Sl. No.	Item Description	Specification	Qty	Rate (₹)	Amount (₹)
1	Desktop Computer	CPU: 32/64 Bit i3 processor, Speed: 3 GHz or Higher. RAM: 4 GB DDR III or Higher, 256 GB SSD, Wi-Fi Enabled. Network Card: Integrated Gigabit Ethernet, with USB Mouse, USB Keyboard and Monitor (Min. 17 Inch). Licensed Operating System and Antivirus compatible with trade related software.	13 Nos.		
2	Laptop	4th Gen Ci5 or higher Processor, 4GB RAM, 512 SSD, Win8/latest reloaded Licensed OS, 2GB Graphic Card, DVD Writer, Standard ports and connectors.	12 No.		
3	Wi-Fi Router	With wireless connectivity	1 No.		
4	Laser Printer	Color A4 Size	1 No.		
5	Optical Scanner	Flatbed A4	1 No.		
6	Digital Still Camera	High resolution amateur camera	1 No.		
7	Digital Web Cam	High Resolution (3.1 mp or higher)	4 Nos.		
8	Micro Phone Cum Head Phone	Wired	5 Nos.		
9	External DVD or Blu-Ray Writer	24X or higher external (usb)	2 Nos.		

10	LCD Projector	3000 lumens or higher	1 No.		
11	Projector Screen	Matte(antiglare) screen roll type	1 No.		
12	Offline UPS	625 VA or Higher	13 Nos.		
13	External Hard Disk	1 TB	1 No.		
14	Screw Driver Set	Standard	1 Set		
15	Mini Dongle for Bluetooth Devices Connection	USB	2 Nos.		
16	Binding Machine	Spiral Binding Machine A4 size	1 No.		
17	Digital Flexographic Printer	Color	1 No.		
			Total Amount (Rs.)		
			Tax if any		
			Total Amount after Tax (Rs.)		

This quotation is to be addressed to the Principal , Scottish Church College and has to be submitted to the Principal's office in Scottish Church College , at 1 & 3 Urquhart Square , Kolkata – 700 006, on prescribed working day between 11:00 A.M. and 3:00 P.M. The bid / tender may be submitted from 05-02-2026 & close on 09-02-2026. The Selection /opening will be made at the Principal's office at 3:00 P.M. on 10-02-2026.

The Authority of the College reserves the right / discretion for selection based on experience, amount, quality of the bid & bidder.

M. Mendel 5/2/26
Dr. Madhumanjari Mandal
Principal

Principal
Scottish Church College
Kolkata

