

**DINABANDHU ANDREWS COLLEGE
GARIA, KOLKATA-700084**

Tender Notice

DAC/NIT-6/2023-24, dated 25.04.2023

Sealed quotation are invited from interested parties for supply of the under mentioned goods (as per sample):

Sl. No.	Particulars	Quantity	Price @ Rs.
1	College Examination Khata		
2	College Letter Head (A4 Size) - 100 GSM -Pocket binding		
3	College Letter Head (Legal Size) - 75 GSM -Pocket binding		
4	Flex printing with rings in 4 corners -per sq feet		
5	Flex printing with wooden frame -per sq feet		
6	Hand Bill Printing (A4 Size) - 1000 pcs		
7	Hand Bill Printing (Legal Size) - 1000 pcs		
8	Register - Letter Despatch (10" X 15") - 200 pages		
9	Register - Incoming Letter (10" X 15") - 200 pages		
10	Register -Stock (with Index - 300 pages- 10" X 15")		
11	Register -Ledger (with Index - 300 pages- 10" X 15")		
12	Register -Contingency (200 pages- 10" X 15")		
13	Register -M.R.P. (200 pages- 10" X 15")		
14	Register -Bill (with Index - 300 pages- 10" X 15")		
15	Register -Non Recurring (with Index - 300 pages- 10" X 15")		
16	Register -Advance (with Index - 300 pages- 10" X 15")		
17	Register -C.U. Payment (300 pages- 10" X 15")		
18	Register -Cheque(200 pages- 10" X 15")		
19	Register -Blank (100 pages - 10" X 15")		
20	Register -Blank (200 pages- 10" X 15")		
21	Register -Blank (300 pages- 10" X 15")		
22	Register -Blank (500 pages- 10" X 15")		
23	Register -Attendance -Staff (200 pages - Legal)		

Sl. No.	Particulars	Quantity	Price @ Rs.
24	Register -Blank (300 pages- 10" X 15") Special for Stock		
25	Register -Blank (300 pages- 10" X 15") Certificate		
26	Sticker - C.U. Examination - Roll No Sheets		
27	Sticker - for Attendance Register of Staffs		
28	Voucher - Pink / White / Green (as per sample) -100 pages		

The quotation must contain the followings:

1. PAN
2. GST, wherever applicable should be clearly mention.
- 3. Tenderers must have GST Registration.**
4. Telephone No
5. Address (with proof)
6. E-mail ID
7. Bank details (A/C No. , Bank, Branch & IFS Code)
- 8. Documents (Xerox copies of PAN card, Trade License and GST Registration) must be submitted along with the tender.**
- 9. Rate should be quoted inclusive of G.S.T.**

The quotation must be submitted by 17.05.2023 (up to 01:30 pm). Tender will be opened on 19.05.2023 at 01.00 p.m. preferably in presence of Tenderers. The rate will be valid up to next 6(Six) months from tender opening date.

Sd/-
Principal
Dinabandhu Andrews College