

DINABANDHU ANDREWS COLLEGE (C-11955)

Tender Notice

DAC/NIT-23/2025-26, dated 02.01.2026

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)		
24	Register -Blank (300 pages- 10" X 15") Special for Stock		
25	Register -Blank (300 pages- 10" X 15") Certificate		
26	Letter Head (A4) Bond Pocket binding Royal- 100-1 Pad		
27	Letter Head (Legal) Bond Pocket binding Royal- 100-1 Pad		

The quotation must contain the followings:

1. PAN
2. GST, wherever applicable should be clearly mentioned.
3. **Tenderers must have GST Registration Certificate.**
4. Telephone No
5. Address (with proof)
6. E-mail ID
7. Bank details (A/C No., Bank, Branch & IFS Code) [A cancelled cheque leaf is to be attached]
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., as applicable**

The quotation must be submitted latest by 16.01.2026 (up to 01:30 pm). Tender will be opened on 19.01.2026 at 01.00 p.m. at Room No. 102 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