

# DINABANDHU ANDREWS COLLEGE

GARIA, KOLKATA – 700084

## Tender Notice

DAC/NIT-10/2018-19 dt. 11.03.2019

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

Sl. No.	Items	Quantity	Price (Rs.)
1.	Printing of College Examination Khata (4 Pages/ khata)	15000 khata	
2.	Stock Register - 300 pages/book (Leather binding)	2 books	
3.	Letter receive Register - 300 pages/book (Leather binding)	1 books	
4.	Letter Issue Register - 300 pages/book (Leather binding)	1 books	
5.	Blank Marks Sheet for College Examination sample - 100 pages/book	2 books	
6.	Blank Attendance Sheet for College Examination - 100 pages/book	5 books	
7.	Withdrawal Certificate -- 100 pages/book	5 books	
8.	Letter of Authorisation	3 books	
9.	Applications for Casual / Earned / Medical Leave -- 100 pages/book	2 books	

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.**

For any further clarification please contact the college office.

The quotation must be submitted by 27.03.2019 (up to 01:30 pm). Tender will be opened on 02.04.2019 at 11.00 a.m. preferably in presence of Tenderers.

Principal