

NOTICE INVITING QUOTATION


S A Jaipuria College invited sealed quotations from reputed printers/suppliers for printing and supply of Teachers' attendance registers and Exam Khata, with the following specification and as per the terms and conditions stated below. The following format will be submitted for quotations.

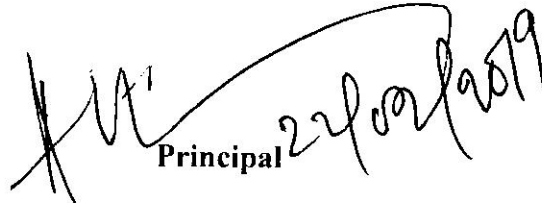
Details of item and work

Sl. No.	Item details	Quantity	Rate per unit	Amount in total in Rs.
1	Teachers' attendance register-hardback and both sides printed. Per register to contain 100 pages	12 Pcs		
2	Exam Khata with the College logo and other information printed on the top sheet. Each sheet should be numbered.	25,000Pcs		
Subtotal in Rs.				
Taxes/Any other charges				
Grand Total in Rs.				

Terms and conditions:

1. The validity of the quotation shall be 90 days.
2. The quotation shall be submitted in a sealed envelope superscribed "Tender: Quotation for supply of Teachers' attendance registers and Exam Khata" and addressed to "The Principal, Seth Anandram Jaipuria College". The envelope should be submitted to the office of the college on or before 09.03.2019 up to 4.00 p.m. Quotations sent in unsealed covers or not superscribed with the stipulated description are liable to be rejected.
3. The college reserves the right to reject any/all quotations or accept a part of the offer without giving any reason in support of such a decision.
4. Sample copy of matter to be printed is available with the office of the college. The same should be seen by the tendering firm before submission of tender.
5. The bidder should be a reputed firm and the quotation should be accompanied by copies of (i) current trade license (ii) GST registration certificate (iii) PAN card.
6. The delivery of the items should be completed within 10 days from issue of the work order.
7. Payment shall be made only after delivery and acceptance of the ordered items as per specification and quantity in good condition at the college.
8. For any queries contact to the Prof Jaydip Datta/ Sri Abhijit Chatterjee/ . S A Jaipuria College by Monday/Wednesday/Friday (2pm-4pm).


22/2/19
Librarian
S.A. Jaipuria College (Evening)
Member, Purchase Committee


Principal
22/02/2019