



DURGAPUR WOMEN'S COLLEGE

Affiliated to Kazi Nazrul
University

Mahatma Gandhi Road, Durgapur, W.B. 713209

Phone : (0343)-2562852

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durgapurwomenscollege@gmail.com

Ref. No. DWC/05/2018-19

Date: 26.06.2018

Notification

Quotations are invited from reputed Stationers & Printers for supply of the following items:

Printed Items

1. Teachers' Diary
2. Registers
3. Fee Book
4. Identity Card
5. Attendance Register
6. Leave Register
7. Staff Attendance Register
8. Library Card
9. Library Books Issue Slip
10. Printed Forms normal paper (in Books of 100 pcs.) in Legal, A4 and Executive Size.

Note: All above as per College Specification. Samples to be obtained from College Office.

Stationery Items

1. Cover File
2. Spring File
3. Arch File
4. Fold File
5. A4 Size Paper (All Qualities)
6. Gum
7. Stapler large & small with Pin

8. Stamp pad
9. Sutli
10. Gum
11. Brown Paper (Thin Variety)
12. Gems Clip
13. Cellotape (½” , 1” & 2”)
14. Scissors (Big & Small)
15. Knife
16. Pin box
17. Bathroom Cleaning Materials
18. Pen

Last date of Submission of Quotations 10.07.2018, upto 2.00. p.m.

Place of submission of Quotation: Office of Durgapur Women’s College, Mahatma Gandhi Road, Durgapur- 713209 on all working days between 11.00 a.m and 3.00 p.m.

Terms and Conditions:

1. Only the suppliers with integrity will be given preference.
2. The authority reserves the right to cancel any quotation without assigning any reason.
3. Payment will be made by A/C Payee cheque in favour of the organization.
4. Quoted amount should be inclusive of all expenditure, charges, royalty, toll charge and carriage.
5. Incomplete quotations will be cancelled without assigning any reason
6. For Sample of Printing orders please visit College Office.

As regards the placing of work order, decision of the authority is final and binding. In the event of the supply carried out by the successful quotation-giver being found defective in material or not in conformity with requirements of the specifications Durgapur Women’s College shall reserve the rights to reject the articles and may terminate the contract with claim of appropriate compensation. No notice will be served for this purpose.



Principal,
Durgapur Women’s College.