



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](mailto:durgapurwomenscollege@gmail.com)

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Ref. No. DWC/04/2018-19

Date: 16.05.2018

Notification

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

**Printed Items**

1. Students' Diary
2. Teachers' Diary
3. College Magazine
4. Prospectus
5. Registers
6. Fee Book
7. Identity Card
8. Attendance Register
9. Leave Register
10. Staff Attendance Register
11. GL Remuneration Bill
12. College Leaving Certificate
13. Question Paper Requisition
14. Library Card
15. Library Books Issue Slip
16. Question Papers

**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 30.05.2018, 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.

**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.