



KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: PurbaBardhaman, West Bengal, PIN- 713 130, India

Ref. No.: 74/A4 Paper/KC/PC/2023

Date: 05/09/2023

Invitation of Quotation for Supply of Office Stationary (A4 Paper) at Katwa College

Sealed Quotations are hereby invited by the undersigned on behalf of the Principal, Katwa College, Katwa for Supply of **Office Stationary i.e.:A4 Paper** for the Institute as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned on or before **15th September, 2023 (Friday)**, 3:00 p.m. (Excepting holidays).

Specification for Office Stationary (A4 Paper):

Sl No.	Item	Specifications	Quantity
1	A4Paper	Alpha Power-75GSMA4	15 Cartons

Terms & Conditions:

- The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- Quotations must be in the enclosed prescribed Proforma on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. **Quotation must be dropped in "Quotation Box" located in Administration Block of Katwa College, Katwa.**
- **Rates must be quoted in Indian rupees** and as per the format specified taxes extra if any must be written separately.
- Rates must be quoted for basis (including Freight charges, Insurance, installation etc.).
- No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- **The rates quoted must be valid for 90 days minimum** from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- **Delivery Period: within 30 days from Purchase order.**
- Payment Terms: Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the Katwa College.
- **The latest / revised version shall be supplied.**
- **The qualifying bidder should supply all items which are listed in awarded purchase order.**
- **Quotations must include GST registration no., inclusive GST rate, exclusive GST rate and status of delivery / installation charges etc along with terms and condition for available Guarantee/Warranty.**

Sd/-
Principal
Katwa College