

Srikrishna College, Bagula, Nadia, West Bengal



Ref No-

Date: 05.12.2024

Tender Notice

Rate quotations (including all taxes) in sealed envelope are invited from authorised Contractors/ Suppliers/Concerns/ Agencies only who have credential, Trade licence, Pan card & GST Registration and Requisite credentials within 16/12/2024 at 2.00 pm for following items / articles for Srikrishna College , Bagula, Nadia, West Bengal, India during the Year 2024-2025.

Tender-

- Rate Quotation for Diary & Calendar

Sl. No	Item	Qty.	Rate
1.	College Calender-2025	200	Per Copy
2.	College Diary-2025	200	Per Copy

Quotation may be submitted within specified date & time positively on working days from 11.00 am to 4pm in the office chamber of the principal.

The authority reserves the right to cancel the order/ refuse the item/articles, in case any variation is found from the original terms and conditions.

Further details of the aforesaid items may be obtained from the office of the undersigned on all working days during working hours.

➤ Specification:-

- **For Diary 2025**

1. Qty: 200
2. Size: 7x9.5
3. Design: Full Sunday, Monthly Planner Diary design with 4+4 customized pages full colour in front and back.
4. Page: Natural Shade (creamy white)
5. Print: Interior pages will be bi-colour print.
6. Month Cut: Will be presented.

7. *Binding: Vegan Leather binding with button.*

8. *Front cover golden foil engrave printed with college logo and minimum literature.*

● **For Calendar**

1. *Qty. 200*

2. *Custom Page Design: 24 pages- Front Page full colour design with College photo, logo and 12 different eminent person as per client's choice and English calendar.*

Back page- College Academic Calendar.

3. *Board- Colour Board (Blue/ Green/ Red/ Black) as per client's choice.*

4. *Paper (128/ 170GSM white Matt Board).*

5. *Both side full colour printing.*

6. *Wiro Binding.*

7. *Clients name, logo or other literature will be printed on Footer part of Board.*

➤ **Terms & Conditions:**

1. *Delivery shall be essentially at Srikrishna College. This office will not be held responsible for any postal delay.*

2. *No advance payment will be made.*

3. *Payment will be made within 10 days of receipt of material in good working condition at site i.e. at Srikrishna College and after submission of all necessary documents required for payments.*

4. *All taxes / duties should be clearly mentioned in the tender.*

5. *Price quoted for the material/ equipment shall be firm and valid for 90 days from the date of opening.*

6. *Payment Mode: After the issue of purchase order, the firm has to submit the bill in duplicate. The payment will be released through RTGS/NEFT as such participating firms are requested to submit bank details for this purpose on prescribed format.*

Sd/-
Principal