



KATWA COLLEGE

(Affiliated to the University of Burdwan)

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

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Ref. No.: 132/A4 Paper/KC/PC/2025

Date: 10/01/2025

Invitation of Quotation for Supply of A4 Paper for Katwa College

Sealed Quotations are hereby invited by the undersigned for **Supply of A4 paper** for Katwa College 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 17/01/2025, 3:00p.m.** (Including holidays).

Details of items:

- ✚ A4, B2B Copier, 70 GSM (per bundle/ pack of 10)

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 Performa 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 bedropped 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, GST 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 made only after satisfactorily delivery / commissioning of material and afterinspection 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.**

Sd/-

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Katwa College