



SANTIPUR COLLEGE

N.S. ROAD, P.O.+P.S.: SANTIPUR, DIST.: NADIA, W.B. 741404

NAAC ACCREDITED

Website: www.santipurcollege.in Email: santipurcollegenadia@gmail.com

Ref. No. :

Date : 21.12.2022

★~ Tender Notice ~★

Sealed Quotation is hereby invited by the undersigned for making **Attendance Register** (Teaching & Non-Teaching) of the 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 02.01.2023 at 04.00 p.m. The Envelope containing the quotation would please be sealed:

“QUOTATION FOR MAKING ATTENDANCE REGISTER (Teaching & Non-Teaching)”

TERMS & CONDITIONS:

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay Santipur College will not be considered and no correspondence will be entertained in this matter.
- B) 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 be reach at the Santipur College, Santipur, Nadia, West Bengal, PIN-741404 within stipulated time period.
- C) Rates must be quoted in Indian rupees and specified Taxed extra if any must be written separately.
- D) Rates must be quoted FOR basis (including Freight charges, insurance, installation etc.)
- E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F) The rates quoted must be valid for 45 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.
- G) The firm/ agency may satisfy the following conditions and attach self-attested copy of the same with the quotation.
- H) Firm shall be registered with the Government of West Bengal/ Central Government.
 - The firm shall have Valid GST/ Other Taxes and IT PAN.
 - The firm should not be black listed by any Govt. Agency/Department
- I) **Delivery Period** —within 15 days from purchase order.
- J) **Liquidated Damage**- If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- K) **Payment Terms**: Payment will be only after satisfactorily delivery/ commissioning of material and after inspection by the Santipur College.
- L) **Disputes** :- In the event of any dispute or disagreement arising between the contractors and any other department of Santipur College with regards to the interpretation of ‘Terms & Conditions’ of this inquiry, the same shall be referred to undersigned whose decision will final and binding up on the contractor.
- M) Santipur College reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the Santipur College will be final in this regard.
- N) Santipur College reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the undersigned will be final in this regard.

Chandrima Bhattacharya

(Dr. Chandrima Bhattacharya)

Principal, Santipur College
Santipur, Nadia, W.B. 741404

Date: – 21st December, 2022

Place: – Santipur