



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.: 150/Souvenir & Certificate/KC/PC/2025

Date: 26/12/2025

Invitation of Quotation for Supply of Souvenir & Certificate, Katwa College

Sealed Quotations are hereby invited by the undersigned for Supply of **Souvenir & Certificate in printed version** 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 03/01/2026, 3:00 p.m. (Including holidays).**

Specification of Items

Souvenir

- 7.25 inch by 9.5 inch Double crown 1/8
- Pages: 40 (approximant)
- Paper: 70 GSM white
- Print: Black & White
- Perfect Binding
- Cover Paper: 250 GSM
- Lamination: Glossy Finish
- Layout, Paper, Cover Paper, Print, Binding, Transportation

Certificate

- Paper: 300 GSM, A4
- Print: Digital, Colour

N.B.: Information for printing must be collected from the college authorities.

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 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, 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 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.**

Sd/-
Principal,
Katwa College.