



# NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)

(Accredited by NAAC)

129, Belilious Road, Howrah – 711 101 (W.B.)

Ref. No... NDC/199/TNDR/2025

Date-15-07-2025

## TENDER NOTICE

### TENDER INVITATION FOR PURCHASE/ SUPPLY/REPAIR OF GOODS

Proprietors/Suppliers are invited for tender(s) of the work mentioned in below at Narasinha Dutt College, 129, Belilious Road, Howrah-71110.

| Sl. No. | Work type | Descriptions of the item(s)                                                                                         | Quantity               |
|---------|-----------|---------------------------------------------------------------------------------------------------------------------|------------------------|
| 1       | Supply    | Book binding of Library Books (Rare books)<br>detail specifications mentioned in this tender<br>specifications page | 200 books<br>(Approx.) |

#### Important Information

|                     |                                  |
|---------------------|----------------------------------|
| Tender ref. no.     | NDC/199/TNDR/2025                |
| Tender date         | 15.07.2025                       |
| Closing date & time | 31.07.2025 at 5.00 P.M.          |
| Opening date & time | Announced later                  |
| Place               | Narasinha Dutt College, Howrah-1 |

The detailed descriptions of the Tender(s) are available in the following link:

<http://narasinhaduttcollege.edu.in/ws/tender-notice/>



*Soma Bandyopadhyay*

Principal  
Narasinha Dutt College  
Howrah-711101



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## TERMS OF TENDER(S)

### 1. Terms of Goods/Products:

- (i) All products must be in original and in new condition. Any assembled or resale product will be rejected. The college authority reserved the right to verify the product(s) with original company or experts in this field. All expenses in this regard, if any, will be charged to the supplier.
- (ii) Defect product(s), even defect in a part of the whole product, will not be accepted by the college. If any defect is found after the delivery, the college authority will inform the supplier to replace a new one.
- (iii) Original purchase voucher must be provided, if the goods/products are purchased from foreign country. The original GOC conversion documents will also be provided by the supplier.
- (iv) If the specifications of the goods/products have mentioned in this Tender notice, the college authority will strictly follow those specifications at the time of delivery of products.
- (v) Cost of the goods/products must include the handling or any other charges.
- (vi) Warranty/Guarantee or terms of 'after-sale-service' must be provided in written format by the supplier or producers to the college authority.

### 2. Terms of Suppliers

- i) The supplier must have trade license from the competent authority with PAN card, Professional Tax Certificate/Income Tax Acknowledgement Receipt. The GST number is also desirable.
- ii) Experiences in the concerned field, if any, must be attached with the filled up Tender form.
- iii) Adequate staff strength for the urgent call from the college in any issues relating to the supplied product(s) is required at the supplier's side.
- iv) Any malpractice like offer of advantages in connection with this Tender with any staff of this college if found, the supplier will be black listed permanently.



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- v) The supplier must have safety and security measures for supplying, installing or testing the goods/products. The college authority shall not be liable for any accidents that occur due to unsafe practice in this regard.

### **3. General Terms:**

- i) Any amendments to the rates offered or description given must be signed by the person who signed the Tender from time to time, if any.
- ii) Tenders must be submitted in hard copy on or before the Tender closing date in a sealed envelope with addressing the Principal, Narasinha Dutt College.
- iii) Each page of the Tender form and all pages of the Tender notice must be signed by the supplier with seal.
- iv) The college authority may ask for agreement or security deposit in connection with this Tender at the time of delivery of purchase order.
- v) All disputes, if any, will be settled in the court of Howrah/Kolkata jurisdiction only.



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| ORGANISATION DETAILS       |  |                                 |  |
|----------------------------|--|---------------------------------|--|
| Supplier's name            |  |                                 |  |
| Reg. no./License no.       |  |                                 |  |
| Postal address             |  |                                 |  |
| Phone no.                  |  | Mobile                          |  |
| E-mail ID                  |  |                                 |  |
| Bank details               |  |                                 |  |
| GST No.                    |  | PAN no.                         |  |
| TAN                        |  | GST no.                         |  |
| Ydyog Aadhaar no.          |  |                                 |  |
| TENDER DETAILS             |  |                                 |  |
| Descriptions of the items* |  | Delivery Schedule               |  |
| Manufacture/origin         |  |                                 |  |
| Unit cost (Rs.)            |  | Payment Terms                   |  |
| Quantity                   |  |                                 |  |
| Total cost of items        |  | Warranty and After-sale Service |  |
| Add Tax, if any            |  |                                 |  |
| TOTAL QUOTED PRICE         |  |                                 |  |

I/ We, the undersigned, hereby agree to supply all or any portion of the goods at the price and under the terms and conditions shown above, subject to and in accordance with the Terms of Tender mentioned in this Invitation Document.

(Signature & date with seal of the Supplier)

[Note: use separate sheet for each of the items]

\* You may add pages for detailed descriptions



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## Specifications Rare Book Bindings

|          |                                                                  |
|----------|------------------------------------------------------------------|
| Boards   | Rigid, Acid free Board at least 3mm thickness                    |
| Rexine   | High Quality Rexine So called leather rexine                     |
| Paper    | Acid free paper to be used for endpapers or any additional pages |
| Adhesive | Non-Toxic adhesives for bonding                                  |
| Thread   | Strong (Linen or Cotton for sewing                               |

Binding Technique :-

- Full rexine binding
- Hand sewing or machine sewing with strong linen or cotton
- Lettering the spine and covers of the book with Golden Colour

*Tenderer may visit library for inspection for a ideal Binded Book*

N.B: Before giving final order to the vendor, Librarian Inspect the raw materials to be used for binding.

*Soma Bandyopadhyay.*

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## CHECK LIST FOR THE SUPPLIERS

|   |                                                                                                                                       |
|---|---------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Envelope with address to the Principal, Narasinha Dutt College, Howrah mentioning the Tender for _____ with ref. no. _____ date _____ |
| 2 | Covering letter to the Principal for this Tender                                                                                      |
| 3 | Tender form (Organisation details and Tender details)                                                                                 |
| 4 | All pages of this invitation with signature and seal                                                                                  |
| 5 | Trade license, PAN Card, GST number (if any)                                                                                          |
| 6 | Photocopy of first page of Bank Passbook or cancelled cheque                                                                          |
| 7 | Picture/catalogue of the goods/products (if required)                                                                                 |
| 8 | Experience certificates                                                                                                               |

Place: Howrah



*Soma Bandyopadhyay*  
(Principal)

Narasinha Dutt College  
Howrah

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Narasinha Dutt College  
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