



NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)

(Accredited by NAAC)

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

Ref. No... NDC/200/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)
1	Supply	Purchase of Library Books detail specifications mentioned in this tender specifications page

Important Information

Tender ref. no.	NDC/200/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

Purchase of Library Books

Tenderer should provide the percentage of Discount on the following

1. English books published from Kolkata.
2. English Books published from other than Kolkata.
3. Bengali Books.
4. Foreign Books.



Soma Bandhopadhyay

Principal
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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
Principal
Narasinha Dutt College
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