

Memo No. 386/SDBI/Quotation/ Printing Jobs/2024

Dated 03/02/2024

**NOTICE INVITING QUOTATION****Empanelment for Printing Jobs**

Sealed Quotations (Rate per Unit) are invited from interested vendors for **Empanelment for Printing Jobs** (i.e. **Printing of Question Papers, Answer Scripts, Office Stationaries, Vouchers, Bill Books, Certificates, Staff Attendance Register etc.**) at SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)412/1, G.T. Road (S), Shibpur, Howrah – 711102.

**Submission of tenders & Time Schedules:****1) Specifications : Rate Per Page (Rs.)**

Description	Quantity			
1/8 size Question Paper (Newsprint) both side print	001-100 copies	101-200 copies	201-300 copies	301-400 copies
A4/ 1/4 size Question Paper (Ordinary paper) both side print	001-100 copies	101-200 copies	201-300 copies	301-400 copies
A4/ 1/4 size Question Paper (Ordinary paper) one side print	001-100 copies	101-200 copies	201-300 copies	301-400 copies
Photocopy (Xerox) One side per page A4 size	ONE Copy			
Photocopy (Xerox) both side per page A4 size	ONE Copy			
DTP Charge per page A4 size	ONE Copy			
Answer Script one side print per page A4 size	ONE Copy			
Different Types of Vouchers	001-500 copies	501-1000 copies	1001-1501 copies	
Different Types of Challans	001-500 copies	501-1000 copies	1001-1501 copies	
College Leaving Certificates	001-500 copies	501-1000 copies	1001-1501 copies	
Character Certificates	001-500 copies	501-1000 copies	1001-1501 copies	
Staff Attendance Register	ONE Copy			
Different Types of Office Registers	ONE Copy			
Different Types of Labels for different Registers	001-100 copies			

**2) Submission:**

Sealed Quotation in **Letter Head and duly signed** must be submitted in the “**DROP BOX**” available in the Main Entrance of the College.

- “**Empanelment for Printing Jobs**” must be superscribed on the Sealed Envelope
- **Quotations submitted by post/courier/e-mail will be rejected.**

**3) All Taxes & Delivery Charges:**

Rates should be quoted inclusive of all kinds of taxes, Delivery Charges. The fact must be clearly mentioned in the quotations.

**4) LAST Date of Submission of Quotations in the “Drop Box”:****12-02-2024 (Monday).****Principal**

SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)