



GOVERNMENT OF WEST BENGAL

OFFICE OF THE PRINCIPAL

**SISTER NIBEDITA GOVERNMENT
GENERAL DEGREE COLLEGE FOR GIRLS**

Hastings House, 20/B Judges Court Road, Alipore, Kolkata- 700027

Phone No. 033-2479- 7100/ 2479- 7110

e- mail: contact@snggdcg.ac.in



Website: www. snggdcg.ac.in

Tender No: SNGGDCG/26/OFF

Date: 19.01.2022

Sealed Quotations are invited from Government approved book suppliers for BOOKS for the
Department of OFFICE.

Sealed Quotations are to be addressed to The Principal, Sister Nibedita Government General Degree College for Girls, Hastings House, 20B Judges Court Road, Kolkata 700027 and **must be clearly mentioned the name of the department on the sealed envelope.**

Sealed Quotations must be dropped in the Tender Box kept in the College office till the date & up to the specified time period as mentioned herein.

1.	Name of Work	:	Providing following book/books to the Department of OFFICE, Sister Nibedita Government General Degree College for Girls , Hastings House, Kolkata 700027.
2.	Name and Address of the Office	:	Office of the Principal, Sister Nibedita Government General Degree College for Girls. 20B, Judges Ct Rd, Alipore, Kolkata, West Bengal 700027
3.	Quotationers who are Eligible to submit Quotation	:	Reputed, experienced & Government approved book suppliers.
4.	Last Date & Time of submitting quotation Papers	:	28th January, 2022 up to 3.00 pm.
5.	Opening of quotations	:	At 12.00 noon on 31st January, 2022. (This Time and Date of the opening of quotations is subjected to last minute change for any unforeseen condition.)
6.	Documents to be submitted along with the application	:	1. Copy of TRADE LICENSE. 2. Copy of PAN Card, 3. Copy of GST Registration 4. Copy of Service Tax registration 5. Credentials
7.	Quotation Papers	:	On company letterhead with required sign and stamp.

TERMS & CONDITIONS

1. Sealed Quotations are to be addressed to The Principal, Sister Nibedita Government General Degree College for Girls, Hastings House, 20B Judges Court Road, Kolkata 700027 and **must be clearly mentioned the name of the department on the sealed envelope.**
2. Selection of Book Supplier will be made on the basis of higher discount percentage on current MRP regarding specific book/books mentioned.
3. The accepting authority reserves the right to reject any or all the quotations without assigning any reasons thereof.
4. **The participating bidders are required to quote their rate in discount percentage on current MRP regarding specific book/books mentioned below.**
5. No conditional / incomplete rate will be accepted under any circumstances.
6. Immediately after receiving the work order, the book supplier must deliver the specific book/ books within 15 working days to the respective Department/ Departments of this College, failing which the order will be placed to the next bidder (who has bidden next higher discount percentage) without any further intimation.

-Sd/-

Principal
Sister Nibedita
Government General
Degree College for
Girls
Hastings House,
Kolkata 700027

-Sd/-

Convenor,
Purchase Committee,
Sister Nibedita
Government General
Degree College for
Girls
Hastings House,
Kolkata 700027

-Sd/-

Head,
Department of
OFFICE
Sister Nibedita
Government General
Degree College for
Girls
Hastings House,
Kolkata 700027

***Please quote discount percentage on current MRP regarding specific book/books mentioned below:**

Sl No.	Name of the book	Name of the Author	Publisher
1.	SAMSAD DICTIONARY (ENGLISH TO BENGALI)		SAHITYA SAMSAD
2.	SAMSAD DICTIONARY (BENGALI TO ENGLISH)		SAHITYA SAMSAD
3.	SAMSAD DICTIONARY (BENGALI TO BENGALI)		SAHITYA SAMSAD
4.	DICTIONARY- CONSISE (ENGLISH TO BENGALI)		OXFORD
5.	DICTIONARY- CONSISE ENGLISH		OXFORD

6.	READY RECKONER. I TAX	RECENT EDITION	
7.	WBSR BOOK	RECENT EDITION	
8.	WBHS BOOK		
9.	WEST BENGAL HEALTH SCHEME. 2008 (Administrative& Personnel)	RECENT EDITION	
10	GUIDELINE FOR MEDICAL TREATMENT UNDER W.B HEALTH SCHEME.		