



NOTICE INVITING TENDER FOR RE-BINDING OF TABULATION BOOKS

Sealed tenders are invited by the Department of Controller of Examinations, University of Calcutta for the following items:-

Sl. No.	BOOK SIZE	Average No. of Pages
1	14"×16"	20 pages to 150 pages (Approx)
2	16"×18"	40 pages to 70 pages (Approx)
3	18"×24"	60 pages to 140 pages (Approx)
4	20"×30"	40 pages to 140 pages (Approx)
5	20"×24"	60 pages to 100 pages (Approx)
6	12"×22"	50 pages to 120 pages (Approx)
7	14"×18"	60 pages to 100 pages (Approx)

The bidders are to submit (a) Quotations (In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, PAN Card, Latest Income Tax Return, GST Certificate. The bidders are also requested to submit quotation at lowest basic rate i.e. **excluding taxes**.

The terms and conditions will be as follows :

- The pages of the old Tabulation Books are very fragile so, they need to be handled very carefully.
- The work should be done carefully so that no part or pages of the book is tampered at the time of binding.
- The work should be done within the stipulated office time inside the Section
- No Pen, Pencil is allowed in the time of work.
- To maintain the confidentiality no camera or mobile phone is allowed at the time of the work.
- Zero or Negative bid are not allowed.
- Bidders are requested to visit and check the status of the Tabulation Books which are lying in the Record section Department of Controller of Examinations at 2nd floor of Darbhanga Building, College Street Campus before submitting the quotation.

*** The bidders submitting the tenders must have a Registered office of their own at Kolkata.**

The tenders will be received by the Administration Section the office of the undersigned at 2nd floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **04.07.2025** on all working days from **11 a.m. to 4 p. m.** and the same will be opened on **07.07.2025** at **3.30 p.m.** in presence of bidders or their authorized representatives.

The Authority reserves the right to accept or reject any tender without assigning any reason. Parties shall be liable to replace defective or inferior quality articles. Failure to execute order to the satisfaction of the authority shall lead to cancellation of order.

[Handwritten Signature]
24/06/25

Dr. Jayanta Sinha
Controller of Examinations
University of Calcutta

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24/6/25