



Office of the Principal

Rabindrasadan Girls' College

(Accredited by NAAC), Estd. 1962

(Affiliated to Assam University & Approved by the UGC under section 2(f) & 12 B) P.O. Karimganj, Assam, Pin-788710

Tel No. 3843- 262323/260744

www.rabindrasadangirlscollege.in

email. rsgcollege62@gmail.com

GENERAL TERMS AND CONDITIONS

1. Tenders are being invited from reputed book suppliers/distributors for supply of Books in the college library of Rabindrasadan Girls' College, Karimganj.
2. Tenders should be submitted either in person or by post in sealed envelope, on which the name of the tender, books quoted, tender number and date along with the name and address of the firm will be written.
3. Rates should be valid for a period of 120 days from the date of the opening of the price bid and that Rabindrasadan Girls' College may give orders or repeated orders during this period.
4. The intending bidder should quote the rates inclusive of all expenses, charges, taxes, duties transportation, packing and forwarding, freight, insurance ,etc. All 'inclusive' with free delivery up to Rabindrasadan Girls' College, Karimganj.
5. Payment will be made as per RUSA guideline.
6. Quantity: College reserves the right to vary in quantities and omit items at the time of placement of purchase order.
7. The bidder may quote for any number of books.
8. Delivery: Books are to be delivered at the College within 20 days from the date of issue of purchase order.
9. The RUSA monitoring committee of Rabindrasadan Girls' College, Karimganj reserves the right to accept or reject any or all the quotations without assigning any reason thereof and it is not bound to accept the lowest or any rates.
10. The RUSA monitoring committee of Rabindrasadan Girls' College, Karimganj reserves the right to split the items from the quotations to different suppliers with proper justifications.
11. The decision of RUSA monitoring committee of Rabindrasadan Girls' College, Karimganj shall be final and bidding in all cases.
12. Copy of Pan Card, GST registration, Sales Tax /VAT and service tax Registration should also be submitted along with the offer.
13. Sealed tenders should be sent to Principal, Rabindrasadan Girls' College, Karimganj by 25/06/2018.



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Vendor (Bidder) Information

Type: Personal/ Commercial/ Small Business Finance/ Small Scale Industries

Name of the Firm:

Name of the owner/ Partner/ Director:

Father's Name/ Husband's name:

Office Address:

City:

District:

State:

Pin Code:

Mobile No.

E-mail ID:

PAN No.:

GST Registration No.

TIN No. (If applicable):

TAN No. (If applicable):

Service Tax No. (If applicable):

Bank A/C No.:

NAME OF BANK ACCOUNT

Bank Name: BRANCH:

IFSC code:

Signature of
authorized person.

Date:

Full Name:

Place:

Company Seal



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Declaration

I.....

Son/Daughter of Shri
Proprietor / Supplier/Distributor/Seller
Authorized Signatory of

.....

..... and competent to sign this declaration and execute this tender document. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same. The information/ document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of authorized person.

Place:

Full Name:

Company's seal

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company should be enclosed with the tender.



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The book sellers/suppliers/ distributors have to submit their prices as per the format provided below

Quotation Document	
Name of the Firm	
Name of owner /Supplier	
Address	
Mobile No.	
Name of the Work	Supply of library books under RUSA grant, R.S.G. College, Karimganj

For Example,

Bengali									
Sl. No	Title	Author	Ed.	Year	Publisher	Printed price	Discount %	Rate after %	Remarks
1									
2									
3									
English									
Sl. No	Title	Author	Ed.	Year	Publisher	Printed price	Discount %	Rate after %	Remarks
1									
2									

Sd/- Dr. Nibedita Nath
Principal i/c
Rabindrasadan Girls' College