



# RABINDRASADAN GIRLS' COLLEGE

**Dr. Sabyasachi Roy**  
M.Sc (University of Delhi), Ph.D (Gauhati Univ.)  
Principal

P.O & Dist: Sribhumi, Assam :: Pin - 788710  
(Accredited by NAAC with B Grade)  
www.rabindrasadancollege.in  
email: rabindrasadancollege@gmail.com  
Mobile No. 9435987461

Ref. RSGC/Tender/2025/01

Date. 12-04-2025

## TENDER

Sealed quotations are invited from Authorized local distributors/firms for supplying following items for, Rabindrasadan Girls' College, Sribhumi. The selection will be made considering price, quality and reputation of brand.

The last date of submission of quotation: 19th April 2025  
Date of opening of sealed quotation: 21st April 2025 at 12.30 pm

General terms and conditions and Vendor information document can be downloaded from the college website (<http://rabindrasadangirlscollege.in>) and the filled-in Vendor information document must be submitted along with the quotation.

(Sabyasachi Roy)  
Principal  
Rabindrasadan Girls' College

Following items:-

Sl No	Items	Description	Brand	Remarks
1	Xerox Machine	Photo Copier Black and White	Canon/Richo/Xerox	
2	a) I-Card Printer, b) PVC Sheet, c) Printer Ribbon, d) I-Card Cover	a) PVC Smart Card Printer, Direct-to-card dye-sublimation, Single-sided printing, (edge-to-edge), Standard 300 x 300 dpi resolution, Customizable 300 x 600 dpi resolution (color and monochrome printing) or 300 x 1200 dpi resolution, 32 MB memory (RAM) standard - optional 64 MB.	Reputed Brand	Minimum 3 years warranty.

  
(Sabyasachi Roy)  
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Sribhumi



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## GENERAL TERMS AND CONDITIONS

1. Rates should be valid for a period of 90 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.
2. The intending bidder should quote the rates inclusive of all expenses, charges, taxes, duties, transportation, packing and forwarding, freight, insurance, etc. i.e. All "Inclusive" with free delivery up to Rabindrasadan Girls' College, Karimganj.
3. Payment: Payment will be made as per college rule.
4. Quantity: College reserves the right to vary in quantities and omit items at the time of placement of purchase order.
5. The bidder may quote for any specific equipment/item.
6. Delivery: Equipment/materials are to be delivered at the College within 7 (Seven) days from the date of issue of purchase order.
7. The College Purchase committee of Rabindrasadan Girls' College, Sribhumi reserves the right to accept or reject any or all the quotations without assigning any reason thereof and is not bound to accept the lowest or any rates.
8. The College Purchase committee of Rabindrasadan Girls' College, Sribhumi, reserves the right to split the items from the quotations to different suppliers with proper justifications.
9. The decision of the College Purchase committee of Rabindrasadan Girls' College, Karimganj, shall be final and binding in all cases.
10. Copy of Pan Card, GST registration, should also be submitted along with the offer.

Sd/- Sabyasachi Roy  
Principal  
Rabindrasadan Girls' College



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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's seal





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The bidders have to submit their prices as per the format provided below

Quotation Document	
Name of the Firm	
Name of Owner/Partner/Director	
Address	
Mobile No.	
Name of the Work	

Sl.No	Items	Description	Unit price	GST	Total Rs
1	Xerox Machine				
2	a) I-Card Printer, b) PVC Sheet, c) Printer Ribbon, d) I-Card Cover				

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