



# PURASH-KANPUR HARIDAS NANDI MAHAVIDYALAYA

(A Co-education Degree College of Arts, Science and Commerce affiliated to the University of Calcutta) Re-  
accredited by NAAC with B+ grade and one of the proud recipients of RUSA 2.0 fund)

P.O. Kanpur, P.S. Penro, Dist. Howrah, PIN 711410

Website: [www.pkhn.ac.in](http://www.pkhn.ac.in), email: [pkhn2010@gmail.com](mailto:pkhn2010@gmail.com), Phone: 03214-250236

## Notice Inviting Quotations

Tender No. PKHNM/Gen./2022/05

Date:09.11.2022

Competent vendors/suppliers/manufacturers are hereby informed that the following items would be purchased for Purash-Kanpur Haridas Nandi Mahavidyalaya, Howrah, West Bengal. They may submit item-wise separate sealed quotation(s) complete with specification and price by post to the Principal at the address given in the letter head above. A scanned copy of the same by email at [pkhn2010@gmail.com](mailto:pkhn2010@gmail.com) in advance. Last date of submission of the tenders by post or email is 17.11.2022, 4.00PM.

### LIST OF ITEMS TO BE PURCHASED/PROCURED WITH MINIMUM SPECIFICATIONS

1. Scanner (for legal page) 1 pc
2. Anti-virus software (for desktop) 10 computers
3. Reputed Architect Firm /Civil engineer would be engaged for planning and estimating
  - a) Upgradation of campus, Bicycle/motorcycle stand
  - b) A rooftop seminar hall with enforced cement pillar and 5" brickwork and tin shade on steel roof truss (size 60ftx30ft)
4. Printed materials (to be purchased using College's Own Fund):

Sl. No.	Item name with specification	Approx. quantity
1	Student ID* and Employee ID** card with College name printed ribbon for neck-hanging	450 pcs
2	Biborony book# (student's academic diary)	450 pcs
3	College Pad###	1000 pcs
4	College Leaving Certificate*#	1000 Pcs

\* Size of a credit card, college name with brief description on the top, logo on top left side, name of the student, Year of admission, Roll number, Valid throu, small size colour photo, signature of the Principal with seal on the front page. Address, DoB, Blood group, emergency contact, etc. on the back side.

\*\* Size of a credit card, college name with brief description on the top, logo on top left side, name of the employee, employee number, small size colour photo signature of the Principal with seal on the front page. Address, DoB, Blood group, emergency contact, etc. on the back side.

# Size: 22x14 cm<sup>2</sup> or slightly bigger, cover and back pg 210GSM and inside pages 75GSM – Total pages not less than 26pages including cover pages. Text and picture would be supplied. Sample can be collected from the college office.

### A4 – 75 GSM paper, the text at the top would be as given in the pad above (sample 1 - see pg 3 for the college pad)

\*# A4 – Bond paper, with the same text in the top as in the college pad and the following text would be inside after the line and in the body (sample 2 - see pg 4 for the College attending Certificate):


**General Terms and Conditions:**

- 1) College would prefer no cost and no responsibility for delivery of the items ordered. However, that subject to overall cost (item and delivery charge if not delivered)
- 2) Payment would be made on delivery and successful installation of the equipment/ items in good conditions at College premises
- 3) Rate must show applicable GST separately
- 4) Rate should be valid for at least one month after the last date of quotation submission
- 5) Successful bidder must supply the item within two weeks after getting the purchase order
- 6) Warranty period and terms of the same would be stated clearly in the quotation on which successful bidder would be selected if and when quoted price and specification of two or more vendors found same/comparable.

**For Item No. 3: Registration with appropriate authority is required**

**Paper to be submitted for qualifying as successful bidder**

- 1) **Essential:** Trade license, GST RC, GST last return, PAN Card, ITR latest, P. Tax RC, P. Tax challan
- 2) **Must have Credential:** Certificate from appropriate authority showing supplying order of same value as would be approx. cost in a single orders in each year for last 3 years



DR. CHANDAN K. JANA  
Principal  
Purash-Kanpur Haridas  
Nandi Mahavidyalaya  
Kanpur, Howrah



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Ref. No.:

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### **COLLEGE ATTENDING CERTIFICATE**

*To Whom It May Concern*

This is to certify that Mr./Miss/Mrs. ....  
son/daughter/wife of ..... of .....  
..... was a student of this college.  
She/He studied in BA/BCom/BSc with Hons/Prog. from ..... to .....

So far as I remember, she/he bears a good moral character. I wish her/him all success in  
life.

Date:

Signature of the Principal  
/Teacher-in-charge with seal

College seal

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