



OFFICE OF THE PRINCIPAL
GOVERNMENT COLLEGE, SUNDARGARH

At/Po-Rangadhupa, Sundargarh, Pin-770002, Ph.0662272240, Email: govcolsng@gmail.com

Website: www.govtcollegesundargarh.ac.in, NAAC ACCREDITED: B

Letter No 103

Date 11/01/2025

QUOTATION CALL NOTICE

Invites sealed quotations from reputed suppliers, vendors, or distributors for the supply of books of UG & PG for the college library of this college. The books must adhere to the list of titles and specifications provided by the library. Interested parties are requested to submit their quotations as per the following terms and conditions:

The terms and conditions are laid down below.

1. Eligibility Criteria:

- The supplier should have a valid registration certificate.
- The supplier must have prior experience in supplying books to educational institutions.
- GST and other applicable tax registrations are mandatory.

2. Submission Deadline:

Quotations must reach the undersigned on or before **20-01-2025** by **5.00PM**.

3. Opening of Quotations

The quotations will be opened on 21/01/2025 at 3:00 PM in the Principal's chamber in the presence of the financial committee and authorized representatives of the suppliers, if any.

4. Submission Process:

Quotations must be submitted in a sealed envelope marked "**Quotation for College Library Books**" to the following address:

Principal, Government College, Sundargarh, At/PO- Rangadhupa, Dist- Sundargarh, PIN-770002 by Regd. Post/ Speed post/ courier / by hand.

5. Terms and Conditions:

- Quotations must include all taxes, delivery charges, and any other applicable costs.
- The suppliers quoting highest rate of discount would be placed order for supply of Book.
- The books must be delivered within **15days** of placing the order.
- Payment will be made within **15days** after successful delivery and verification.
- The college reserves the right to reject any or all quotations without assigning any reason.

6. Documents to Submit:

- Company profile and credentials.
- List of clients/previous supplies to educational institutions.
- Copy of GST registration and PAN card.

Memo No-.....//Date- 11/01/2025

Copy to all Notice Boards/ In-charge of College Website/purchase committee/Library Dept./S.O/ account section for information.

Principal
Government College, Sundargarh.
Sundargarh

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Sundargarh