



**Government of West Bengal**  
*Office of the Principal*  
**GOVERNMENT GENERAL DEGREE COLLEGE, MANGALKOTE**  
**PANCHANANTALA, KHUDRUN DIGHI, MANGALKOTE**  
**P.O. - MAJHIGRAM; BLOCK - MANGALKOTE; SUB DIVISION - KATWA**  
**DISTRICT - PURBA BARDHAMAN; WEST BENGAL; PIN CODE - 713132; INDIA**  
**Email: ggdcmanagalkote@gmail.com; Website: https://mangalkotegovtcollege.org**

**QUOTATION INVITING NOTICE**

**Memo No. 295/MGC**

**Dated 25/06/2024**

Sealed Quotations are invited for the College from the interested parties / agencies for the following items as per specification mentioned below. All rates should be inclusive of **ALL TAXES** and any other charges. Prices should be net and no other cost will be applicable in any case.

Last date of submission of Quotations is **03/07/2024** up to 2.00 p.m. at the office and the date of opening of Quotations in presence of the willing parties / agencies is **04/07/2024**. The scheduled date for opening the sealed Quotations, if declared to be a holiday due to any unforeseen reasons, the same will be opened on the next immediate working day.

Note: Materials should be delivered and installed at the ultimate destination by the parties / agencies. No extra charges of carriage and installation will be borne by the College. The undersigned reserves the right to reject any or all items if found defective or not according to specifications mentioned.

<b>Sl. No.</b>	<b>Description of Works and Services</b>
1	Processing of Library books (including assigning call number, subject heading, data entry in KOHA. Generation, printing and pasting of barcode and spine label and shelving <b>Price should be quoted for single book only</b>

**Documents to be attached:**

Self-attested documents in the following manner

- PAN card of the bidder.
- AADHAR card of the bidder
- Up to date Trade License.
- GST registration certificate
- Up to date Income Tax return.
- Up to date Profession Tax clearance certificate.
- Certified copies of credentials of similar nature of works in academic institution (at least one year).
- Photocopy of first page of passbook of designated bank account.

Failure of submission of any of the above documents may render the quotation liable to be summarily rejected / cancelled.

Quotations and all bills must be addressed to "The Principal / Officer-In-Charge, Government General Degree College, Mangalkote, Panchanantala, Khudrun Dighi, P.O. – Majhigram, Dist. – Purba Bardhaman, PIN – 713 132."



(Dr. Pradipta Kumar Basu)  
**Officer-In-Charge**  
**GGDC, Mangalkote**

**OFFICER IN CHARGE, W.B.E.S.**  
Government General Degree College, Mangalkote  
Dt. Purba Bardhaman, West Bengal- 713132