

OFFICE OF THE JAMINI MAJUMDER MEMORIAL COLLEGE

Patiram:DakshinDinajpur

Ph: 03522 253016

Memo No. – 85/JMMC/QUOTATION

QUOTATION NOTICE

Date-08.02.2024

PREFACE: Sealed Quotations are invited from the interested parties/agencies/freelancers for **DATA ENTRY OF LIBRARY BOOKS** as mentioned in the schedule below for the office of the undersigned. The Quotation in a sealed cover super-scribed "Quotation No. – 85/JMMC/QUOTATION" dated **08.02.2024** should reach the office of the undersigned on **15.02.2024** up to **2.00, P.M.** The Quotations received so will be opened at **2.30.P.M.-** on the same day i.e. on **15.02.2024** in the chamber of the undersigned.

A. Schedule Date of Quotation:

1. Date of Quotation dropping / submission: **08.02.2024 to 15.02.2024** from **11 A.M. to 2P.M.** (except Sunday & holiday).
2. Date of Opening Quotation: **15.02.2024 at 2.30. P.M.**

B. Terms & Conditions:

1. Application for Quotation must be submitted along with self-attested photo copies of valid PAN/Adhar Card.
2. Quotation in a sealed cover may be addressed and delivered in the Office of the undersigned.
3. Date of submission of Quotation is **15.02.2024** up to **2 P.M.** and the same will be opened on the same day at **2.30 P.M.** in the presence of Quotationers or their authorized representatives.
4. The work should be completed within **15 (fifteen)** days from the date of issuance the work order.
5. In case of any dispute on Quotations, the decision of the undersigned shall be final and binding in all respect.
6. If the Agency fails to execute the work within due time specified by the undersigned, the undersigned will have the right to terminate the contract at any time.
7. The rate should be inclusive all taxes.
8. Lowest Quotation will be accepted subject to satisfaction of the undersigned. No advance will be paid. The payment for the work will be made only after execution of the work with satisfaction of the undersigned.
9. Income Tax at prescribed rate will be deducted as per rules and no other alternation will be done anyway.
10. The party has to enter into a confidentiality agreement and the undersigned shall reserve all copyrights of the work.
11. The party has to work from the college premises if need be within the college hours.

Schedule of "DATA ENTRY OF LIBRARY BOOKS"

ITEM(S)	PARTICULARS	Quantity (APPROX)	YOUR RATE (INR)	REMARKS (IF ANY)
DATA ENTRY OF LIBRARY BOOKS	As per the proforma provided by the undersigned.	6000 entries		Rate as per entry

Teacher-in-charge

Jamini Majumder Memorial College
Patiram, DakshinDinajpur

Date-08.02.2024

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Copy forwarded for information to:

1. The Proddhan, Patiram, 7 No. Gram Panchayet, Patiram, D/D.
2. The Librarian Monorama Pallipathagar, patiram, D/D
3. Tathyamitra Kendra, patiram, D/D.
4. Office Notice Board.
- ✓ 5. The College website <https://www.jmmcollege.in>
6. Office copy.

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