



Government of West Bengal
Office of the Principal
Calcutta National Medical College
32, Gorachand Road, Kolkata-14

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Memo No CNMC/

/P

Date:

QUOTATION

Sealed quotations are invited from bonafied firms for "Attendance Register for Staff & Four Fold Folder File" with superscription "Quotation for Attendance Register for Staff" for the use of Calcutta National Medical College, Kolkata for the supply of the aforesaid items so as to reach this office of the Undersigned on or before 22nd Dec, 2021 at 3.00 PM.

Specifications of Attendance Register for Staff

- Sheet Size: 17"x 13"
- Sheet Quality: 100 GSM
- Pack Volume: Pack of 100 Sheets
- Sample Sheet Attached

Specifications Four Fold Folder File

- Size: 14"x 11",
- Page Quality: 300 GSM

Lowest rate will be accepted only. Updated TR license, PAN, GST Certificate with proprietary signature & Bank Particulars are necessary for the payment purpose. Other terms & conditions as per Govt. rules should be maintained. Quotation will be valid up to 6 (Six) Months from the date of approval. All quotations will be submitted on or before due date at the receiving section of Calcutta National Medical College. Rate should not be exceeding over MRP. Rate should be quoted with GST as applicable.

[Signature]

Principal

Calcutta National Medical College

Memo No. CNMC/3214 /P

Date: 16/12/21

Copy forwarded for information & necessary actions to:

1. The DDHS(E&S), CMS, Kolkata - 14
2. The Accounts Officer, CNMC
3. The Central Store, CNMC
4. Notice Board
5. Official Website of CNMC

[Signature]

Principal

Calcutta National Medical College
15/12/21