Ph. : 0361-2970214 (O)

OFFICE OF THE PRINCIPAL

HANDIQUE GIRLS' COLLEGE

GUWAHATI - 781001, ASSAM

Dr. Ranjit Sarma, M.Sc.,M.Phil,Ph.D.
Principal-cum Secretary

e-mail : hgcollege75@gmail.com
Website : www.hgcollege.edu.in

Ref. No.: HGC/ESTT/NIQ/2025/273/007 *Date :* 04.09.2025

SHORT NOTICE INVITING QUOTATION

Sealed quotations affixing non-refundable court fee of ₹ 8.25 are invited from registered firm for supply of answer scripts and loose sheets at Handique Girls' College, Guwahati.

Details of paper size:

1. Length & Breadth: 29×22 cm
2. 80 GSM
3. Answer scripts contains 12 nos. of pages (including both sides), with instructions in black colour and serial no. in red colour in the front page.
4. Loose sheets contains 04 nos. of pages (including both sides), with instructions in black colour and serial no. in red colour in the front page.
5. Required quantity
    a. Answer Scripts: 15,000 nos.
    b. Loose Sheets: 20,000 nos.

The rates must be inclusive of all taxes, fares etc. **The Quotation along with supporting documents e.g. GST registration certificate, firm license, etc. must reach the Office of the undersigned on or before 08/09/2025 up to 02:00 pm.** The delivery must be completed within 07 seven days from issuance of the work order. All necessary deductions will be deducted from the selected bidders while releasing the bill as per the financial rules.

Principal
Handique Girls' College
Guwahati-01, Assam

Memo No.: HGC/ESTT/NIQ/2025/273/007-A, Dated: 04.09.2025
Copy to:

1. Notice board/Website for display.
2. Office file for record.

Principal
Handique Girls' College
Guwahati-01, Assam