

OFFICE OF THE PRINCIPAL, SHAILABALA WOMEN'S (AUTO.) COLLEGE, CUTTACK.

Quotation Call Notice

No. 727

Dt. 19/5/22

Sealed quotations are invited from the Registered printing press/ firms having valid PAN, Income Tax Clearance & GSTIN for supply of various Forms, Proformas, Covers (Envelope) and Answer Scripts. The Last date of submission of the Quotation is: 31.05.2022 (2.00P.M.) . The Quotation shall be opened on 31.05.2022 (4.00P.M.) .

The bidders/ suppliers are required to submit the sample copy of the paper duly stamped and signed & self-attested photocopies of the above mentioned documents for reference. The firms are required to bid for all categories as per list; otherwise the quotations will be rejected. Sealed quotations must be superscribed "Quotations for Autonomous Examination 2022-2023" on the body of the envelope. The quotations must be sent through speed post or Courier Services in the following address:

**Principal, Shailabala Women's Autonomous College, Cuttack-753001**

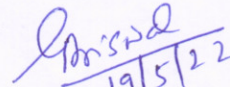
**Last date of receipt of Quotations: 31.05.2022 (Tuesday) (by 2 P.M.)**

**Date of opening of Quotations: 31.05.2022 (4.00 P.M.)**

Prices must be quoted in Indian Rupee. GST must be mentioned separately.

The cost of delivery of the items is to be borne by the firms. The bidder may remain present in person or send his/her authorized nominee at the time of opening of quotation. No postal delay shall be considered. The authority reserves the right to reject any part/entire quotation without assigning any reason thereof.

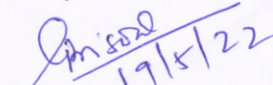
**N.B. : List of Articles for Printing (Annexure-I).**

  
Principal

Shailabala Women's (Auto.) College, Cuttack

Memo No. 728 / Dt. 19/5/22

Copy to College Website/College Notice Board /Accounts Bursar/ Controller of Examinations /Head Clerk/ Accountant for information and necessary action.

  
Principal

Shailabala Women's (Auto.) College, Cuttack

**Autonomous Examination Section, Shailabala Women's (Auto.) College, Cuttack**  
**List of Answer Scripts, Forms & Proformas**

<u>SL No.</u>	<u>Name of Forms</u>	<u>Nos.</u>
	<b><u>Category-I - Paper Quality - 68 GSM (Demi ¼)</u></b>	
1.	Term End Answer Script – 32 pages Ruling Paper (Including printed cover page)	15000
2.	Term End Answer Script – 24 pages Ruling Paper (Including printed cover page)	2000
3.	Mid Sem. Answer Script – 08 pages (Theory & Practical) Ruling Paper (Including printed cover page)	10000
4.	<b><u>Question Manuscript Form-</u></b>	
	a. <u>Press Copy</u> 1st page - Office	2000
	b. <u>Press Copy</u> Continuation Page - Office -	8000
	<b><u>Category – II - Paper Quality - 60 GSM</u></b>	
5.	Bill Form for Remuneration C.A, T.A, D.A & Sitting Allowance etc.	3000
6.	Proforma for Recommending names of Question Setters for the session _____	200
7.	Proforma for Recommending names of Moderators for the session _____	200
8.	Proforma for Recommending names of Examiners/Project Evaluators for the session -	200
9.	Appointment Letter -Examiner/Moderator/Question Setter (Theory & Practical)-	500
10.	Certificate for Practical Examinations	500
11.	Attendance Sheet -	2000
12.	Absentee Statement -	1000
13.	Examiner's Report Form-	1000
14.	Centre Superintendent Certificate -	250
15.	<b><u>Category-III Cover – :</u></b>	
	Outer Cover (Laminated Envelope of size 12'x8')	2000
	Inner Cover (Laminated Envelope of size 11'x 6')	2000
	Press Copy Cover (10'x4')	1000
	Office Copy Cover (10'x4')	1000
	Bill Cover (10'x4')	1000

**N.B.** The sample copy of various answer scripts, forms, proformas & envelopes are available with the Autonomous Examination Section during working hour (2 P.M to 4 P.M).

*Approved*  
19/5/22