

Office of the Principal  
**GAUHATI COMMERCE COLLEGE**  
R.G. Barooah Road, Guwahati- 21

Ref No.: GCC/ SNIT/2025/

Dated: 19-09-2025

**SHORT NOTICE INVITING TENDER**

Sealed quotations are invited from the reputed firms for the following items on or before 22-09-2025 (Monday) till 12:00 Noon positively with the specifications mentioned below.

SI No.	ITEM AND SPECIFICATION	Quantity
1	<b>Specification of Paper:</b> 70 GSM Cream Wove Paper (Virgin Pulp) with watermark of Gauhati Commerce College	
	<b>Size of Answer Booklet:</b> 1/8 Double Demy Trimmed Size: 21x28 cm	
2	<b>Book Numbering and Printing</b> (i) Serial number to be printed in every Answer Scripts as per the series and Format specified by the college. (ii) <u>Ink Colour</u> : Colour to be used for printing of Cover page and other pages should be Peacock blue.	
3	<b>Answer Booklet (Plain):</b> (i) 16 pages with college logo on cover page	10,000 nos.
	(ii) 12 pages with college logo on cover page	4,000 nos.
4	<b>Loose Sheets</b> 4 pages	12,000 nos.
5	<b>Packaging</b>	

**NB:**

1. Sealed quotations with sample paper should be submitted in a Box available at the Chamber of the HA i/c of the college (First floor of the Administrative Office).
2. Prices of all item(s) are mandatorily to be quoted for consideration.
3. The decision of the Purchase Committee will be final and binding upon all parties.
4. *No quotation will be accepted after 12:00 noon* on 22-09-2025 (Monday).
5. Following documents need to be attached:
  - i. Signed Tender Documents
  - ii. DIC/Factory License
  - iii. Trade License
  - iv. PAN Card.
  - v. GST Registration Certificate
  - vi. List of Machineries
  - vii. Income Tax Return for 3 years
  - viii. Active Insurance Policies
  - ix. Average Annual Turnover last 3 years
  - x. Valid Tax Clearance Certificate
  - xi. Availability of Binding Space
  - xii. Audited CA Certified Balance Sheet of Last 3 years
  - xiii. Not being blacklisted.
  - xiv. Bidders Authorisation Certificate
  - xv. Experience of working in the Education segment
  - xvi. Locality of Bidder

Copy to-

- a) Vice-Principal.
- b) Convener, Purchase Committee.
- c) HA i/c for necessary arrangement.
- d) College Website



*Bipul Das*  
19.9.25

(Prof. Bipul Das)  
Principal  
Gauhati Commerce College  
Principal  
Gauhati Commerce College  
Guwahati-21

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(Prof. Bipul Das)  
Principal  
Gauhati Commerce College

