

## Netaji Nagar Day College

170/436, N.S.C Bose Road, Kolkata-700092 E-mail: netajinagardaycollege@gmail.com Website: www.nndc.ac.in NAAC Accredited B++ (2<sup>nd</sup> Cycle)

Ref. No.: NNDC/PRIN/2022/NOV/01

Date: 23.11.2022

Netaji Nagar Day College invites sealed quotations along with necessary credentials from reputed, experienced companies/firm/agencies for printing and delivering of items with the specifications given below.

SI. No.	Item/Equipment	Specifications	Required Quantity	Price (Rs.) Per Unit (Including Tax, Delivery Charges etc)	Total Price (Rs.) (Including Tax, Delivery Charges etc)
1.	Answer sheet	* Total No of pages: 4 (1 Cover page, 3 blank pages)  *Size of each page: 28cm x 22cm  *Thickness of each page: 40 GSM  * Cover Page: See Annexure I	10000 (approx)		
2.	Casual Leave Form	*Size: 15cm x 10cm  *Thickness: 40 GSM  *Form Content: See Annexure II	3000 (approx)		
3.	Earned Leave Form	*Size: 27cm x 18cm *Thickness: 40 GSM *Form Content: See Annexure III	3000 (approx)		
4.	College Letterhead Pad	*Each pad contains 100 letterheads  *Size: 30cm x 21cm  *Thickness: 75 GSM  * Content: See Annexure IV	30		
5.	Mark sheet Register Book	*Total No of pages: 250 pair of pages *Book should be hard bound *Size of each page: 40cm x 33cm *Thickness of each page: 150 GSM * Content of each pair of pages: See Annexure V	06		

Last date of quotation submission: 01.12.2022

Quotation should be submitted at the office (Monday- Friday11:00 A.M. to 4:00 P.M. and

Saturday11:00 A.M. to 2:00 P.M.

(DR. SONALI BANERJEE JASH)

Principal Netaji Nagar Day College

Principal
Netaji Nagar Day Collego
(Kolkour - 700 092

IBJash 23.11.22.

No. A

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### **NETAJI NAGAR DAY COLLEGE**

REGENT ESTATE KOLKATA - 700 092

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## ANNEXUREI

# **NETAJI NAGAR DAY COLLEGE**

Regent Estate, Kolkata - 700 092

## APPLICATION FOR CASUAL LEAVE

Name:

Designation:

Period absented / intended:

Reason:

2

Signature of the applicant

Counter Signature of the

Head of the Deptt

Principal.

## ANNEXURE III NETAJI NAGAR DAY COLLEGE

Regent Estate, Kolkata - 700 092

## APPLICATION FOR EARNED LEAVE

		Date							
1	Name :								
2.	Designation :								
3.	Department :								
4.	Period absented / intended : Fromtoto	total day's							
5.	Nature of Leave :								
6.	Reason :								
7.	Leave on a/c :	•••••							
	Counter Signature of the Head of the Deptt.	Signature of the applicant							
8.	Leave application :recommended/forwarded	Head Clerk							
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10.	Leave sanctioned :								
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	c) Date of joining								
		Principal							
i w€r °	NETAJI NAGAR DAY COLLEGE APPLICATION FOR EARNED LEAVE								
	Leave sanctioned to Sri/Smt								
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## TAJI NAGAR LEGE

Phone : 2411-5301

(Under Graduate & Post Graduate Institute)
Affiliated to University of Calcutta
Accredited by NAAC (B++)
170/436, N. S. C. BOSE ROAD
REGENT ESTATE, KOLKATA - 700 092

ANNEXURE IV

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Full Signature of the candidate

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