

## **NOTICE INVITING QUOTATION**

**Sealed quotations** are invited from intending **Local reputed firms/parties/suppliers** having the capability to supply the following items and services in connection with the various programmes to be held under **DIET Goalpara, Dudhnoi, for the financial year 2025-26.**

For detailed specifications, please contact the undersigned during office hours.

### **Items/Services Required**

1. **Catering Services:** Tea/Coffee with snacks and Working Lunch.
2. **Stationery Items:** i. A4-size paper ii. File folders iii. Marker pens iv. Ballpoint pens v. Note books vi. Plastic scales vii. Art paper viii. Pencils batteries.
3. **Venue Upkeep and Maintenance:** Table, Chair, stage decoration (in square feet) and Sound system.

### **Terms & Conditions**

1. **Submission Deadline:** Quotations must be submitted in a **sealed cover** addressed to the undersigned on or before **13-10-2025 up to 2:00 P.M.**
2. **Rate Specification:** The quotation must clearly mention the **rate per unit/item/service**, inclusive of all charges and taxes.
3. **Acceptance/Rejection Right:** The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.
4. **Payment:** Payment will be made as per rules, after the satisfactory completion of the programme/service.
5. **Late Submission:** Quotations received after the stipulated date and time will not be entertained.
6. **Quotation Opening:** The sealed quotations will be opened on **13-10-2025 at 3:00 P.M.** in the office chamber of the undersigned in the presence of the intending parties or their authorized representatives.



Principal  
DIET Goalpara, Dudhnoi

Memo No. DIET/GD-254/PFMS/2025-26/1238 \_\_\_\_\_ Dated: 06-10-2025

### **Copy for circulation to:**

1. Official Website
2. Office notice board



Principal  
DIET Goalpara, Dudhnoi