



The West Bengal University of Teachers' Training,  
Education Planning and Administration

25/2 & 25/3, Ballygunge Circular Road, Kolkata – 700019

**TENDER NOTICE**

Dated 11/08/2017

Interested parties are requested to submit their lowest rates for the work related to the stock verification and related arrangements as stated below.

1. To take out books from the self.
  2. Dusting of books
  3. To put stamps of the university at three places of a book.
  4. To indicate Accession number
  5. Entering the names of the books, purchased /acquired previously by the EDHTC, in the stock register of the EDHTC.
  6. Inclusion of the books in the new accession register of the university.
  7. Pasting of Accession number on the "book spine level" with sticker and cello tape.
  8. Arrangement of the books in the rack according to accession number.
- (EXPECTED NUMBER OF BOOKS: 30,000)

The tender papers in sealed envelopes must be submitted by 25<sup>th</sup> August, 2017. 4.00 P.M.

**GENERAL TERMS AND CONDITIONS**

1. The estimate should be all inclusive (including the materials required) stating the detail.
2. The firm should have sufficient experience in the type of work and should substantiate the experience with proper documents.
3. The firm must engage personnel with experience in the relevant library work.
4. Mere being the lowest rate provider will not qualify a firm to get the work order. Decision of the expert committee will be the final.
5. The work should be completed within 30 working days.

**DATE OF OPENING THE TENDER:** To be declared on the website. (Contact no. and e-mail I.D. must be stated on the sealed envelope).

*PK Chanda*  
P. K. Chanda  
Registrar  
11/08/2017

Registrar  
The West Bengal University of  
Teachers' Training, Education  
Planning and Administration