



BEHALA COLLEGE (AUTONOMOUS)

(UNDER GRADUATE & POST GRADUATE COLLEGE)

GOVERNMENT SPONSORED

Parnasree, Kolkata - 700060

E-mail: behalacoll60@yahoo.com Website: www.behalacollege.in

Accredited by NAAC: Grade A++

Ref. No.....

Date...17-12-2025

NOTIFICATION FOR ENLISTMENT OF VENDOR

Application form all the intending vendors for following supply/work are being invited towards enlistment in the approved vendor list for 2025 to 2028.

Following documents are to be submitted:

1. Hard copies

- Original application in Company's letters head signed by authorized signatory.
- Filled up Prescribed Format for enlistment of vendors.
- All supporting documents and testimonies as mentions at prescribed format.

Vendor enlistment fee Rs.1000/-to be deposited to college office by Cash

Category of supply/work for enlistment of Vendor

- 1) Supply of Stationary and office material
- 2) Electrical items
- 3) Chemicals and Glass wares
- 4) Laboratory Equipments
- 5) Computer and Printers
- 6) Networking and Related Maintenance
- 7) Furniture including repairing work
- 8) Car Hiring
- 9) Repairing and Maintenance (civil)
- 10) Repairing and Maintenance (Electrical)
- 11) Termite Treatment

Last date of application Recd 02.1.2026

[Signature]
Principal 17.12.25.

Principal
Behala College
Parnasree, Kolkata-700060



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PRESCRIBED FORMAT FOR ENLISTMENT OF VENDORS

1. Name of the vendor and Registered officer Address
2. Name of Proprietor/Owner/Partner to deal with
3. Contact Address
4. Name of Contact Persons, Contract number & Email Id.
5. Email Id for present & Furniture Corresponds
6. Name and category for which enlistment is sought for
7. Details of authorized dealership/retailer for reputed brand, if any
8. Trade License details for current year
9. GST Registration No. (enclose a Xerox copy of certificate)
10. PAN Number (enclose a Xerox copy)
11. Profession Tax Registration No.
12. Enlistment Fee Receipt


Principal 17.12.25.

Principal
Behala College
Parnashree, Kolkata-700060