



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarkanath Tagore Lane, Kolkata-700007

PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610

Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in fax: (033) 2556-8079

Ref. No Pur/TN/16/2019

Date: 08.04.2019

Notice Inviting Tenders

Sealed quotation is invited from the reputed companies/organizations/Suppliers for supplying following **Stationary goods** for Central Store of Rabindra Bharati University within 16.04.2019(3.00 pm) at purchase section (E.B. Campus). Only reputed companies/organizations /suppliers of said items shall be allowed to participate in the tender process (**No intermediate General Suppliers will be allowed to participate in the Tender process**).

SL No.	Description of Items	Qty	Rate :	Amount: (Incl.GST)
01.	Brown Envelop(16"x12") with printing (As per sample)	1000 pcs		
02.	Brown Envelop(12"x10") with printing (As per sample)	2000pcs		
03.	Knife (As per sample)	50 pcs		
04.	Scissor(As per sample)	50 pcs		
05.	Cloth duster(24"x24")	500pcs		
06.	Wood Pencil(Apsara)	50 Box		
07.	Stapler(No 10)-Kangaroo brand	50 pcs		
08.	Cello Tape(2")	100 pcs		
09.	Gum Bottle(small size)	50 pcs		
10.	Whitner-Eraz-ex (Kores)	100 pcs		
11.	PrintingPurchase requisitiuon form(100 leaves/Pad) (As per sample)	05 Pads		
12.	A-4 Size Paper(J.K. Brand)-70 GSM	200 Reams		

Note: Bidders are advised to check the samples of above mentioned items from the Central Store of Rabindra Bharati University before submitting quotation.

Terms and Conditions

- 1. Relevant documents/Credentials like, valid Trade License, GSTN certificate,PAN, must be submitted along with the sealed Tenders, failing which quotations shall be summarily rejected**
2. The goods shall be of the best materials.
3. Prices should be quoted in above format in specified place; otherwise it is liable to be cancelled.
4. Parties are requested to mention on the sealed envelope: "**Quotation for Stationary Goods**"
5. Incomplete quotation shall be summarily rejected.
6. Price should be quoted in Indian rupee inclusive **GST**.
7. Subcontracting in any form will not be entertained by the University.
8. All the dispute arising out of the order shall be subject to the jurisdiction of Kolkata only.
9. For any further details / inspection / query, please contract at purchase department of the University.
10. Last date of submission of Tenders within 16.04.2019(3pm)
11. University reserves the right to terminate the contract at any point of time without assigning any reason.

Registrar