



RABINDRA BHARATI UNIVERSITY

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

Jorasanko Campus: 6/4 Dwarakanath 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/08/2020

Date: 18.02.2020

Notice Inviting Tenders

Sealed quotations are invited from the reputed Venders/ Suppliers for supplying the following **Stationary goods** for **Examination Department** of Rabindra Bharati University within 25.02.2020 (3 pm) at E.B.campus. Only reputed Vender/ Suppliers are capable of supplying of the 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 Stationary Goods | Qty | Rate: (Incl.GST) | Amount : (Incl.GST) |
|--------|---|--------------|------------------|---------------------|
| 01. | Black Pen (Fort) (As per sample) | 05 Box | | |
| 02. | Red Pen(Fort) (As per sample) | 20 Box | | |
| 03. | Sketch pen (Black) (As per sample) | 10 Box | | |
| 04. | Hi Lighter Pen (Green Color) (As per sample) | 05 Pcs | | |
| 05. | Whitener Ink Pen (As per sample) | 05 Pcs | | |
| 06. | CD/DVD Marker (Black) (As per sample) | 05 Pcs | | |
| 07. | DVD (As per sample) | 10 Pcs | | |
| 08. | Binder Clip($\frac{3}{4}$ ") (As per sample) | 05Box | | |
| 09. | Binder Clip($1\frac{1}{4}$ ") (As per sample) | 05 Box | | |
| 10. | James Clip (As per sample) | 10 Box | | |
| 11. | Cloth Duster (Good Quality) (As per sample) | 10 pcs | | |
| 12. | Scissor (As per sample) | 05pcs | | |
| 13. | Fevistick (15 GM) (As per sample) | 10 pcs | | |
| 14. | Fevicol (200 GM) (As per sample) | 10pcs | | |
| 15. | Cellotape (2") (As per sample) | 02 Box | | |
| 16. | Rubber Band (Big) (As per sample) | 02 Kg | | |
| 17. | Sutali (As per sample) | 03 Kg | | |
| 18. | Stepler No -24/6(Big) (As per sample) | 10 Pcs | | |
| 19. | Stamp Pad (110/69 mm) Blue Faver Castel (As per sample) | 10 Pcs | | |
| 20. | Stamp Pad Ink (Blue Ink) (As per sample) | 05 Pcs | | |
| 21. | One Hole Punch FP-20 (As per sample) | 05 Pcs | | |
| 22. | Kanex Cutter (As per sample) | 05 Pcs | | |
| 23. | Sewing Thread No-(8C-1000) (As per sample) | 20 Box | | |
| 24. | Envelope (Printed White-9" x 4") (As per sample) | 1000 Pcs | | |
| 25. | Envelope(Printed White-6" x 4") (As per sample) | 1000 Pcs | | |
| 26. | Computer Tab File (As per sample) | 120 Pcs | | |
| 27. | Cover File (Medium) (As per sample) | 50 Pcs | | |
| 28. | Tag File (White Flap) (As per sample) | 100 Pcs | | |
| 29. | Printed Cover File(Medium) (As per sample) | 200 Pcs | | |
| 30. | Printed Flat File (As per sample) | 200 Pcs | | |
| 31. | Prined Top Sheet(Legal Size) (As per sample) | 100 x 50 Pad | | |

Note: Bidders are advised to check the samples of above mentioned items from the Examination Department of our University (E.B. Campus) before submitting quotation.

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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, delivery and installation charges.
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 contact at purchase department of the University.
10. Last date of submission of quotations within **25.02.2020(3pm)**
11. University reserves the right to cancel this tender at any point of time without assigning any reason.
12. Only authorized venders having their registered sales and service office in Kolkata should participate in this tender.

Registrar