



RABINDRA BHARATI UNIVERSITY

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

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

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

Ref. No Pur/TN/003/2019

Date: 15.01.2019

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 **22.01.2019(3.00 pm)**. 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)
1.	Rull Register(100 pages)(As per Sample)	100 pcs		
2.	Rull Register(50 pages)(As per Sample)	50 pcs		
3.	Plastic Scale(12") (As per Sample)	20 pcs		
4.	Peon Book(As per Sample)	30 pcs		
5.	CelloTape Roll (1")	50 pcs		
6.	Red Tape(As per Sample)	30 pkt		
7.	Paper Weight	30 pcs		
8.	Plastic Busket (Dusbin) (As per Sample)	20 pcs		
9.	Cloth Duster(24"x24")(As per Sample)	200 pcs		
10.	Knife (As per Sample)	10 pcs		
11.	Scissor (As per Sample)	15 pcs		
12.	White Board Duster(As per Sample)	30 pcs		
13.	Cover File with printing (As per Sample)	250 pcs		
14.	White Envelop with printing (6"X4") (As per Sample)	3,000pcs		
15.	White Envelop with printing (9"X4") (As per Sample)	3,000pcs		
16.	Carbon Paper(Kores)	50 pads		
17.	CelloTape Cutter (Big Size)	01 pcs		

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 **22.01.2019(3pm)**
11. University reserves the right to terminate the contract at any point of time without assigning any reason.
12. **Bidders are advised to check the samples of above mentioned items from the Central Store of Rabindra Bharati University before submitting quotation to this end.**

Registrar