



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/07/2020

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 (**Under DDE**) 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 Cleaning materials/Stationary Goods	Qty	Rate: (Incl.GST)	Amount : (Incl.GST)
01.	A-4 Size Paper(Size:21.0 cmX29.7cm) (JK Easy copier-70 GSM) (500 Sheets in a single ream)	40 Ream		
02.	Sketch Pen(Black) (As Per Sample)	10 Box		
03.	DVD(As Per Sample)	10 pcs		
04.	Binder Clip (¾") (As Per Sample)	05 Box		
05.	Binder Clip (1 ¼")(As Per Sample)	05 Box		
06.	James Clip (As Per Sample)	10 Box		
07.	Cloth Duster (Goods Quality) (As Per Sample)	10 pcs		
08.	Scissor (As Per Sample)	05 Pcs		
09.	Fevistick(Big)15 GM (As Per Sample)	10pcs		
10.	Fevicol(200ml) (As Per Sample)	10 pcs		
11.	Cello Tape(2") (As Per Sample)	02 Box		
12.	Rubber band (Big) (As Per Sample)	02 Kg		
13.	Brown Envelop (5"x12") (As per sample)	200 pcs		
14.	White Envelop (4"x7") (As per sample)	200 pcs		
15.	Computer Tab File (As per sample)	50 pcs		

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.

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/ cleaning materials"**

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



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