



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/043/2024-25

Date: 20.08.2024

Notice Inviting Tenders

Sealed quotations are invited from the reputed companies/organizations/suppliers for supplying following **Stationary** (Office use) as per the requirements for **Central Store** of Rabindra Bharati University within 06.09.2024(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/Specification	Qty	MRP	Quoted Rate	Amount: (Incl.GST)
01.	File Cover with printing(As per Sample)	1,500 pcs			
02.	Letter Head with printing(English)(As per Sample)	200 pads			
03.	Printing of Advance Adjustment form (As per Sample)	50 Pads			
04.	Plastic Scale(12") (As per Sample)	50 pcs			
05.	Arch File(As per Sample)	50 pcs			
06.	Fevi Stick(15gm)	50 pcs			
07.	PencilCutter(Apsara)	50 pcs			
08.	Jems Clip(Metal)(As per Sample)	50 Boxes			
09.	Cello Tape(2") (As per Sample)	100 pcs			
10.	Whitener fluide (As per Sample)	50 pcs			
11.	Whitener Pen (As per Sample)	50 pcs			

Note: Bidders are advised to check the samples of above mentioned items from the Central Store of Rabindra Bharati University (E.B. Campus) before submitting quotation, failing which quotations (submitted without checking of samples) shall be rejected.

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.**
- 4.The rate should be submitted with GST and the quoted price should not be exceeded the MRP of articles including all taxes.**
3. The goods shall be of the best materials.
4. Prices should be quoted in above format in specified place; otherwise it is liable to be cancelled.
5. Parties are requested to mention on the sealed envelope: **"Quotation for Stationary"**
6. Incomplete quotation shall be summarily rejected.
7. Price should be quoted in Indian rupee inclusive GST, delivery and installation charges.
8. Subcontracting in any form will not be entertained by the University.
9. All the dispute arising out of the order shall be subject to the jurisdiction of Kolkata only.
10. For any further details / inspection / query, please contact at purchase department of the University.
11. Last date of submission of quotations within 06.09.2024(3pm)
12. University reserves the right to cancel this tender at any point of time without assigning any reason.
13. Only authorized venders having their registered sales and service office in Kolkata should participate in this tender.

Registrar (Acting)