



**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

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Ref. No Pur/TN/004/2023

Date: 10.01.2023

**Notice Inviting Tenders**

Sealed quotations are invited from the reputed companies/organizations/suppliers for supplying following **Stationary goods** as per the requirements for **Central store** of Rabindra Bharati University within 20.01.2023(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 of Items	Qty	Rate:	Amount: (Incl.GST)
01.	File Cover with Printing(As per Sample)	1000 pcs		
02.	Flat File with printing(As per Sample)	300 pcs		
03.	Envelop with printing(Size:12"x10")(As per Sample)	1000pcs		
04.	Envelop with printing(Size:9"x6") (As per Sample)	1000pcs		
05.	Printing of Cash memo pad(100 pages)(Sl.No.01-3000) (As per Sample)	30 pads		
06.	Printing of Voucher Pad(100pages )(As per Sample)	100 pads		

**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
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 20.01.2023(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