



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/32/2019

Date: 03.07.2019

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 10.07.2019(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 of Items	Qty	Rate :	Amount: (Incl.GST)
01.	Cover File with printing(as per sample)	400 pcs		
02.	File Cover with printing (As per Sample)	800 pcs		
03.	Dista paper(white)	100 dista		
04.	Paper Weight (As per Sample)	30 pcs		
05.	White Envelop(6"x4") with printing(As per sample)	2,000 pcs		
06.	White Envelop(9"x4") with printing(As per sample)	3,000 pcs		
07.	Brown Envelop(9"x6") with printing(As per sample)	2,000 pcs		
08.	Printing of Voucher Pad (As per sample) (Each pad consists of 100 leaves)	100 pads		
09.	Printing of Cash memo Book (As per sample) (Page Sl No. from 01 to 3000)	30 books		
10.	Letter Head (English)(As per Sample)	100 pads		
11.	Red Tape (As per Sample)	20 Packets		
12.	White Board Duster(As per Sample)	30 pcs		

Note: Bidders are advised to check the samples of above mentioned items from the Central Store of Rabindra Bharati University 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"**
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 10.07.2019(3pm)
11. University reserves the right to terminate the contract at any point of time without assigning any reason.

Registrar