



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/52/2019

Date: 08.11.2019

Notice Inviting Tenders

Sealed quotations are invited from the reputed Venders/ Suppliers for supplying the following cleaning materials and Stationary goods for Directorate of Distance Education of Rabindra Bharati University within **15.11.2019 (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.	Phyneol (5 Ltr Jar)-Brand name:Nimyl(Citro) (ITC Product)	05 Jar		
02.	Dettol Hand wash (Big Size)	12 pcs		
03.	Room Freshner (Air/Godrej)	06 pcs		
04.	Cloth Duster 2'X2' (Good quality) (As per sample)	24 pcs		
05.	A-4 Size Paper(Size:21.0 cmX29.7cm) (JK Easy copier-70 GSM) (500 Sheets in a single ream)	(02 Boxes) 20 reams		
06.	White Board Marker(Blue)	24 pcs		
07.	White Board Duster	12 pcs		
08.	Blinder Clip(Medium)	02 Boxes		
09.	Blinder Clip(Small)	02 Boxes		
10.	Blue Pen(Use & Throw)	02 Boxes(40 pcs)		
11.	Black Pen(Use & Throw)	02 Boxes(40 pcs)		
12.	Tea Cup(Paper made) (As per sample)	2000pcs		

Note: Above mentioned materials has to be supplied to Directorate of Distance Education (Salt Lake Campus)

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 StationaryGoods/ 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 **15.11.2019(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