



**RABINDRA BHARATI UNIVERSITY**

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**Ref. No Pur/TN/005/2025-26**

**Date: 20.05.2025**

**Notice Inviting Tenders**

Sealed quotation is invited from the reputed companies/organizations/suppliers for **printing** of following **Marksheet & Certificate** as per the requirements for School of Language & Culture(SOLC) department of Rabindra Bharati University within 30.05.2025(3.00 pm). Only reputed companies/organizations /suppliers shall be allowed to participate in the tender process (**No intermediate General Suppliers will be allowed to participate in the Tender process**).

<b>SL No.</b>	<b>Description/Specification</b>	<b>Qty</b>	<b>Rate :</b>	<b>Amount: (Incl.GST)</b>
01.	Printing of Mark sheet registrar book for Certificate course (Level-I/II/III) 15 Books X 100 pages, 120 GSM paper, single Colour printing, perforation and double numbering.(0001to 1500) (As per Sample)	15 Books (100 pages each book)		
02.	Printing of Mark sheet registrar book for Certificate course (Level-IV) 08 Books X 100 pages, 120 GSM paper, single Colour printing, perforation and double numbering.(001to 800) (As per Sample)	08 Books (100 pages each book)		
03.	Printing of Pass Certificate (Level-I/II/III) Hand made paper, Tri colour printing & Embossing (As per Sample)	1500 pcs		
05.	Printing of Pass Certificate Diploma course(level-IV) Hand made paper, Tri colour printing & Embossing (As per Sample)	800 pcs		

**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 printing of marksheets/Certificate”**
5. Incomplete quotation shall be summarily rejected.
6. Price should be quoted in Indian rupee inclusive of GST, delivery and installation charges.
7. Subcontracting in any form will not be entertained by the University.
8. All the disputes arising out of the order if any shall be subject to the jurisdiction of Kolkata only.
9. For any further details / inspection / query, please contact the **SOLC department** of the University.
10. Last date of submission of quotations within 30.05.2025(3pm)
11. University reserves the right to cancel this tender at any point of time without assigning any reason whatsoever.
12. Only authorized Venders having their registered sales and service office in Kolkata are allowed participate in this tender process.

**Registrar(Acting)**