



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/56/2019

Date: 13.12.2019

Notice Inviting Tenders

Sealed quotations are invited from the reputed Venders/ Suppliers for supplying the following **Stationary goods** for **Central Store** of Rabindra Bharati University within **20.12.2019** (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 Stationary	Qty	Rate: (Incl.GST)	Amount : (Incl.GST)
01.	Rull Register(100pages)As per sample	100 pcs		
02.	Arch file (As per sample)	50 pcs		
03.	Stamp Pad(Big size) (As per sample)	30 pcs		
04.	Whitner Fluid(Eraz-Ex Kores)	30pcs		
05.	Scissor(As per sample)	30 pcs		
06.	Plastic Scale(18") (As per sample)	30 pcs		
07.	Stapler (No10-Kangaro)	30 pcs		
08.	Cover File with printing(As per sample)	300pcs		
09.	Peon Book(As per sample)	50 pcs		
10.	Water Pad(As per sample)	30 pcs		
11.	Pencil sharpner(As per sample)	50 pcs		
12.	A-4 Size Paper(Size:21.0 cmX29.7cm) (JK Brand-70 GSM) (500 Sheets in a single ream)	200 reams		
13.	James Clip(As per sample)	50 boxes		
14.	Blue note sheets(As per sample)	100pads		
15.	File cover with printing(As per sample)	500 pcs		
16.	White Chalk(As per sample)	100 boxes		

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, 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 **20.12.2019(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