



RABINDRA BHARATI UNIVERSITY

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Ref. No Pur/TN/010/2025-26

Date: 23.05.2025

Notice Inviting Tenders

Sealed quotation is invited from the reputed Printers/organizations/suppliers/ for making and printing of following **Envelops** as per the requirements for **Examination department** of Rabindra Bharati University within 04.06.2025(3.00 pm). Only reputed Printers/organizations /suppliers 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	Qty	Rate :	Amount: (Incl.GST)
01.	Printing of White Envelop(Size:6"X4") (As per Sample)	1500 pcs		
02.	Printing of White Envelop(Size:9"X4") (As per Sample)	1000 pcs		
03.	Printing of White Envelop(Size:10"X4.5") (As per Sample)	1000 pcs		
05.	Printing of Brown Envelop(Size:10"X7.5") (As per Sample)	5000 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 making &printing of Envelops"**
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/sample, please contact the **Examination department** of the University.
10. Last date of submission of quotations within 04.06.2025(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)