



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/062/2023

Date: 26.12.2023

Notice Inviting Tenders`

Sealed quotations are invited from the reputed Companies/ Suppliers for supplying of following Stationary Goods for **Examination department** under **CDOE** of Rabindra Bharati University within 04.01.2024 (3 pm) at purchase section (E.B.Campus). Only reputed Companies/ 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/Specification	Qty	Rate: (Incl.GST)	Amount : (Incl.GST)
01.	Black Pen (Fort)	10 Box		
02.	Red Pen (Fort)	10 Box		
03.	Blue Pen (Fort)	10 Box		
04.	Hilighter Pen(Green)	05 pcs		
05.	Hilighter Pen(Yellow)	05 pcs		
06.	Cloth Duster (Good Quality)	30 Pcs		
07.	Scissor(K-805)	10 pcs		
08.	Red Thread(As per sample)	10 Pkt		
09.	White ink pen(Faber Castel)	10 pcs		
10.	James Clip(Cover)-30mm	50 Box		
11.	Fevistick(15gm)	10 pcs		
12.	Marker Pen	05 pcs		
13.	1 Hole punch(FP-20)	05 pcs		
14.	2 Hole Punch(FP-20)	03 pcs		
15.	Printed Cover File(Medium)	100 pcs		
16.	Binder Clip ¾ “	05 Box		
17.	Binder Clip	05 Box		
18.	Kanex Cutter	05 pcs		
19.	64 GB PenDrive(Sundisk/HP)	04 pcs		
20.	Laserjet Print Cartridge(12A)	04 Pcs		
21.	Canon NPG 57 Tonner(Canon photocopier 4225)	01 pcs		
22.	Rubber Band Big (Nylon)	01 Kg		
23.	White Envelop(Printed) 4”X7”	200 pcs		
24.	Brown Envelop(Printed) 5”X12”	400 pcs		
25.	Stamp Pad(Blue)	10 pcs		
26.	Stamp Pad(Black)	10 pcs		
27.	PaperWeight(Glass)	10 pcs		
28.	SteplerNo:10	20 pcs		
29.	Stepler No:24/6	05 pcs		
30.	Sutali(As per Sample)	02 Kg		
31.	Steel Ruller(As per Sample)	05 pcs		
32.	Rubber Band(Small) (As per Sample)	01 Kg		
33.	Cover File (Without Print)	50 Pcs		
34.	Flat File(Without Print) with Tag	50 pcs		

Note: Bidders are advised to check the samples of above mentioned items from the Exam. Deptt. of Rabindra Bharati University (E.B. Campus) before submitting quotation, failing which quotations (submitted without checking of samples) shall be rejected.



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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 04.01.2024(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