



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/032/2022

Date: 23.11.2022

Notice Inviting Tenders

Sealed quotations are invited from the reputed companies/organizations/suppliers for supplying following **Stationary goods** as per the requirements for **Central store** of Rabindra Bharati University within 02.12.2022(3.00 pm) at purchase section (E.B. Campus). Only reputed companies/organizations /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 of Items	Qty	Rate:	Amount: (Incl.GST)
01.	Cover File(As per Sample)	500 pcs		
02.	Brown Envelope(16"x12")(As per Sample)	500 pcs		
03.	Paper Weight(As per Sample)	50 pcs		
04.	Cello Tape 2"(As per Sample)	60 pcs		
05.	A4 Paper(JK Easy Copier) 70 GSM,500sheets in single Ream	50 Reams		
06.	Staff Attendance Register(As per Sample)	50 pcs		
07.	Knife (As per Sample)	30 Pcs		
08.	Scissor (As per Sample)	30 Pcs		

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

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 02.12.2022(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