



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/22/2020

Date: 28.09.2020

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 06.10.2020 (3 pm) at purchase section (E.B.campus). Only reputed Vender/ Suppliers are authorized to supply 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 of items	Qty	Rate: (Incl.GST)	Amount : (Incl.GST)
01.	A-4 Size Paper(Size:21.0 cmX29.7cm) (JK Easy copier-70 GSM) (500 Sheets in a single ream)	100 Reams		
02.	Cloth Duster(24"x24") (Goods Quality) (As Per Sample)	200 pcs		
03.	James Clip (As Per Sample)	50 Box		
04.	Hand Clip/ Binder Clip (As Per Sample)	100 pcs		
05.	Cover File with printing (As Per Sample)	200 pcs		
06.	Knife (As Per Sample)	50 pcs		
07.	Scissor (As Per Sample)	50 Pcs		
08.	Whitener (correction) pen- 7ml -(Faber-Castell)	50 pcs		
09.	Rull Register(100 pages) (As Per Sample)	100 pcs		
10.	Box file (As Per Sample)	40 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 (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 **06.10.2020(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