



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/078/2024

Date: 21.02.2024

Notice Inviting Tenders

Sealed quotations are invited from the reputed companies/organizations/suppliers for supplying of following **Stationary** as per the requirements for **Central store** of the University within 04.03.2024(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	Qty	Rate:	Amount: (Incl.GST)
01.	A-4 Paper(Size:21.0 cmX29.7cm) (JK Easy copier-70 GSM) (500 Sheets in a single ream)	150 Reams		
02.	Cloth Duster(As per sample)	200 pcs		
03.	File Cover with printing(As per sample)	500 pcs		
04.	Cash memo Pads(As per sample)	50 Pads		
05.	Brown Envelope with printing(12"x10") (As per sample)	2000 pcs		
06.	Brown Envelope with printing(9"x6") (As per sample)	2000 pcs		
07.	Cello Tape(1")(As per sample/Best quality)	48 pcs		
08.	Stepler No: 10 (Kangaro)	50 pcs		
09.	Rubber Band(As per sample)	1 Kg		

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 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, please contact the purchase department of the University.
10. Last date of submission of quotations within 04.03.2024(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