



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/001/2023

Date: 10.01.2023

Notice Inviting Tenders

Sealed quotations are invited from the reputed companies/organizations/suppliers for supplying following **Stationary goods** as per the requirements for **Examination Department** of Rabindra Bharati University within 20.01.2023(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.	Black Pen(Fort)	10 Box		
02.	Red Pen (Fort)	10 Box		
03.	Hilighter Pen(Green Colour)	03 Pcs		
04.	Hilighter Pen(Yellow colour)	03 Pcs		
05.	Cloth Duster(Good quality)	20 Pcs		
06.	Scissor(K-805)	10 pcs		
07.	Red Thread(As per Sample)	20 box		
08.	Sketch Pen(Luxer Black)	10 box		
09.	White ink Pen(Faber Castle)	05 pcs		
10.	James Clip(30mm)	20 box		
11.	Fevistick(15gm)	05 pcs		
12.	Fevicol(200gm)	03 pcs		
13.	Marker Pen	05 Pcs		
14.	1 Hole punch (FP-20 Kngaro)	03 Pcs		
15.	2 Hole punch (FP-20 Kngaro)	03 Pcs		
16.	Binder Clip (3/4 ")	05 Box		
17.	Binder Clip	05 Box		
18.	Leaser Jet Print Cartridge 12A	03 Pcs		
19.	Leaser Jet Print Cartridge 5A	03 Pcs		
20.	Canon NPG-57 Black Toner(ir4225)	01 Pc		
21.	Rubber Band (Big)	01 Kg		
22.	Stamp Pad (Blue , Feber castel)	10Pcs		
23.	Cello Tape 1"	01 Box		
24.	Cello Tape 2"	01 Box		
25.	Stepler No-10 (Kangaro)	10 Pcs		
26.	Stepler No-24/6 (Big) (Kangaro)	10 Pcs		
27.	Cover File (As Per sample)(Midium)	50 Pcs		
28.	Sutuli(As per sample)	05Kg		
29.	Stapler Pin 24/6	02 Box		
30.	Stapler Pin No-10	02 Box		
31.	Steel Rull	05 Pcs		
32.	Thermo Flax 2000 ML/Siver	02 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 20.01.2023(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