



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/13/2026-27

Date: 14.09.2026

Notice Inviting Tenders

Sealed quotations are invited from the reputed Companies/Organisation/ Suppliers for supplying of following Stationary goods as per the requirements for Central Store of Rabindra Bharati University within **29.09.2026 (3 pm)** at E.B. campus. Only reputed Companies/Organisation/ Suppliers 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:	Amount :ncl.GST)
01.	Stapler No 10 (kangaroo) (As per sample)	50 pcs		
02.	Cloth Duster (As per sample)	300 pcs		
03.	Plastic Scale 12" (As per sample)	50 pcs		
04.	Aalpin (As per sample)	30 Boxes		
05.	Punching Machine (Single Hole) (Kangaroo) (As per sample)	20 pcs		
06.	Punching Machine (Double Hole) (Kangaroo) (As per sample)	30 pcs		
07.	Blue Note Sheets (As per sample)	50 Pads		
08.	Stamp Pad (Medium size) (Faber Castell)	50 pcs		
09.	Red Tape (cotton) (As per sample)	30 Pkt		
10.	Fevi Stick (15 gm)	30 pcs		
11.	White Chalk (As per sample)	50 Boxes		
12.	File Cover with printing (As per sample)	500 pcs		
13.	White Envelop with printing (9" x 4") (As per sample)	5000 pcs		

Note: Bidders are advised to check the samples of above mentioned items from the Central Store of Rabindra Bharati University before submitting quotation.

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 Stationery for Central Store"**
6. Price should be quoted in Indian rupee inclusive of GST, delivery 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 Central Store of the University.
10. Last date of submission of quotations within **29.09.2026 (4.00 pm)**
11. University reserves the right to cancel this tender at any point of time without assigning any reason whatsoever.
12. Only authorised/reputed Vendors having their registered sales and service office in Kolkata are allowed participate in this tender process.

Registrar (Acting)