



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/027/2025-26

Date: 19.08.2025

Notice Inviting Tenders

Sealed quotation is invited from the reputed companies/organizations/suppliers for supplying of following **Stationary goods** as per the requirements for **Central Store** of Rabindra Bharati University within 26.08.2025 (3.00 pm) at purchase section (E.B. Campus). Only reputed companies/organizations/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/Specification	Qty	Rate :	Amount: (Incl.GST)
01.	A-4 Size Paper(Size:21.0 cmX29.7cm) (JK Easy copier-70 GSM) (500 Sheets in a single ream)	200 Reams		
02.	Favistick(15gm)	50 pcs		
03.	Knife(As per Sample)	100 pcs		
04.	Whitener Pen(As per Sample)	50 pcs		
05.	Cello Tape(2") (As per Sample)	100 pcs		
06.	Stapler No10 (Kangaro) (As per Sample)	30 pcs		
07.	Punching Machine(Single hole) (Kangaro) (As per Sample)	50 pcs		
08.	Cover File with printing(As per Sample)	500 pcs		
09.	File Cover with printing(As per Sample)	500 pcs		

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**
- The goods shall be of the best materials.
- Prices should be quoted in above format in specified place; otherwise it is liable to be cancelled.
- Parties are requested to mention on the sealed envelope: "**Quotation for Stationary Goods**"
- Incomplete quotation shall be summarily rejected.
- Price should be quoted in Indian rupee inclusive of GST, delivery and installation charges.
- Subcontracting in any form will not be entertained by the University.
- All the disputes arising out of the order if any shall be subject to the jurisdiction of Kolkata only.
- For any further details / inspection / query/sample, please contact the **Central Store** of the University.
- Last date of submission of quotations within 26.08.2025(3pm)
- University reserves the right to cancel this tender at any point of time without assigning any reason whatsoever.
- Only authorized Venders having their registered sales and service office in Kolkata are allowed participate in this tender process.

Registrar(Acting)