



**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](http://www.rbu.ac.in) e-mail: [registrar@rbu.ac.in](mailto:registrar@rbu.ac.in) fax: (033) 2556-8079**

**Ref. No Pur/TN/083/2024-25**

**Date: 06.03.2025**

**Notice Inviting Tenders**

Sealed quotations are invited from the reputed companies/organizations/suppliers for supplying following **Stationary Goods** as per the requirements for **Central Store** of Rabindra Bharati University within 20.03.2025(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	Qty	Rate:	Amount: (Incl.GST)
01.	Printing of Voucher Pad (As per Sample)	100 Pads		
02.	Printing of Brown Envelop(Size:16"x12") (As per Sample)	2,500 pcs		
03.	Printing of White Envelop(Size:6"x4") (As per Sample)	5,000 pcs		
04.	Cellotape(1")(As per Sample)	100 pcs		
05.	Water Sponge Pad(As per Sample)	20 pcs		
06.	Whitener Pen(As per Sample)	50 pcs		

**Note: Bidders are advised to check the samples of above mentioned items from the Security department 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 Central Store of the University.
10. Last date of submission of quotations within 20.03.2025(3 pm)
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(Acting)**