



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/010/2022

Date: 05.04.2022

Notice Inviting Tenders

Sealed quotations are invited from the reputed Printers for printing of the following **Stationary** for **Examination department** of Rabindra Bharati University within 13.04.2022 (3 pm) at purchase section (E.B.campus). Only reputed Printers are authorized to supply 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 of items to be printed as per Sample | Qty | Rate: (Incl.GST) | Amount : (Incl.GST) |
|---------|---|-------------------|------------------|---------------------|
| 01. | Printing of Moderation Letter Pad | 30 padsX100pages | | |
| 02. | Printing of Inner Cover Envelope(9"X4") | 5000 pcs | | |
| 03. | Printing of Outer Cover cloth line Envelope(10"X5") | 5000 pcs | | |
| 04. | Printing of Envelope for press(5"X11") | 2000 pcs | | |
| 05. | Printing of Paper- setter received letter | 50 padsX100 pages | | |
| 06. | Printing of 1 st page of paper setter | 50 padsX100 pages | | |
| 07. | Printing of Brown Envelop(7.5"X9") | 2000pcs | | |
| 08. | Printing of Acceptance form | 20 padsX100 pages | | |
| 09. | Printing of White Envelop(4"x9") | 2000pcs | | |
| 10. | Printing of White Envelop(4"x6") | 2000pcs | | |
| 11. | Printing of Answer script received letter | 50 padsX100 pages | | |
| 12. | Printing of Answer script send letter | 20 padsX100 pages | | |
| 13. | Printingof Brown Envelop(10"X15") | 2000pcs | | |
| 14. | Printing of Brown Envelop(12"X17") | 2000pcs | | |
| 15. | Printing of Cloth line sky blueEnvelop(12"X18") | 5000 pcs | | |

Note: Bidders are advised to check the **samples** of above mentioned items from the Purchase 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 printing of Stationary**"
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 13.04.2022(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