



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarkanath Tagore Lane, Kolkata-700007

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Ref. No Pur/TN/012/2026-27

Date: 14.09.2026

Notice Inviting Tenders

Sealed quotations are invited from the reputed Printing companies/ Organization/suppliers for supplying of following **stationeries with printing** as per the requirements for **Examination Department** of Rabindra Bharati University within **29.09.2026 (4 pm)** at purchase section(E.B. campus). Only reputed Printing companies/ Organization/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.	Examiner/Paper Setter Pad(100 pages) (As per Sample)	100 pads		
02.	White Envelop with printing(4"x6.5") (As per Sample)	5,000 pcs		
03.	White Envelop with printing(11.5"x7.5") (As per Sample)	5,000 pcs		
04.	Answer Scripts/mark sheets Received Pad(100 Pages) (As per Sample)	50 Pads		

Note: Note: Bidders are advised to inspect (12 noon to 4pm) the above said stationeries at Examination department 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 with printing"**
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 Examination department 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)