



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/042/2024-25

Date: 14.08.2024

Notice Inviting Tenders

Sealed quotations are invited from the reputed companies/organizations/suppliers for supplying following **Stationary** (Office use) as per the requirements for **Examination department under CDOE** of the University within 23.08.2024(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/Specification	Qty	Rate:	Amount: (Incl.GST)
01.	Black Pen(Fort)	10 Box		
02.	Red Pen(Fort)	10 Box		
03.	Blue Pen(Fort)	10 Box		
04.	Hilighter Pen(Green Pen)	05 pcs		
05.	Hilighter Pen(Yellow Colour)	05 pcs		
06.	Cloth Duster(Good quality)	20 pcs		
07.	White Ink Pen(Faber Castle)	5 pcs		
08.	Red Thread(As per Sample)	20 Box		
09.	Gem Clip with Plastic Cover(30mm)	20 Box		
10.	Fevicol(200gm)(General Purpose use)	03 Pcs		
11.	Printed Cover File(Medium)(As per sample)	100 pcs		
12.	Printer Flat File with Flap(As per sample)	50 pcs		
13.	CD/DVD Marker(Luxar)	05 pcs		
14.	64GB Pendrive	02 pcs		
15.	Rubber Band(Nylon-Big Size)(As per sample)	01 Kg		
16.	Rubber Band(Nylon-Small Size)(As per sample)	01 Kg		
17.	Stamp Pad (As per sample)(Blue Faber Castle)	05 pcs		
18.	Stamp Pad(As per sample)(Black Faber Castle)	05 pcs		
19.	Cello Tape(2")White)(As per sample)	01 Box		
20.	Stepler NO-10(Kangaro)	10 pcs		
21.	Sutli(As per sample)	03 Kg		
22.	Steel Ruller(12")	04 pcs		
23.	1 TB External HDD(Seagate)	05 Pcs		

Note: Bidders are advised to check the samples of above mentioned items from the Examination department of the 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"**
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 Examination department of the University.
10. Last date of submission of quotations within 23.08.2024(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 (Acting)