



RABINDRA BHARATI UNIVERSITY

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

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

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Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in fax: (033) 2556-8079

Ref. No Pur/TN/020/2022

Date: 27.06.2022

Notice Inviting Tenders

Sealed quotations are invited from the reputed companies/ suppliers/printers for supplying of following Stationary as per the requirements for **Central Library** of Rabindra Bharati University within 04.07.2022 (3 pm) at purchase section (E.B.Campus). Only reputed companies/ suppliers/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/Specification of items	Qty	Rate: (Incl.GST)	Amount : (Incl.GST)
01.	Printing of 'Lending Card' with numbering (As per Sample)	5,000 pcs		
02.	Printing of 'Lending Card' with numbering (As per Sample)	5,000 pcs		
03.	Printing of 'Reference Card' with numbering (As per Sample)	5,000 pcs		
04.	Pad binding /Printing of Library clearance certificate(3 part perforated with numbering) (As per Sample)	50 pads (100 pages each)		

Note: Bidders are advised to check the '**Samples**' of above mentioned items from the Purchase department 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 04.07.2022(3pm)
11. University reserves the right to cancel this tender at any point of time without assigning any reason.
12. Only authorized vendors having their registered sales and service office in Kolkata should participate in this tender.

Registrar