

UGC-HUMAN RESOURCE DEVELOPMENT CENTRE
THE UNIVERSITY OF BURDWAN

Prospective vendors are requested to submit the Sealed Quotations of different items for UGC-Human Resource Development Centre, The University of Burdwan

1.

<i>Sl no.</i>	<i>Description of item</i>	<i>Qty Required (It may vary)</i>
1	A4 70 GSM Paper	50 Ream
2	Office Plastic Folders (with Name of the Organization and logo printed)	500 Pcs
3	Ball Pens (with or without printing)	500 Pcs
6	Office Folders	500s

Note: In each item the sample is to be shown/provided to the interested Vendors before the submission of the quote.

<i>Sl no.</i>	<i>Description of item and specifications</i>	<i>Qty Required (It may vary)</i>
1.	Generator Battery (12 V, 80 Amp. Hour or more, Maintenance Free, with at least one or more years on-site Warranty], reputed make. OEM or their authorized make are eligible to quote.	one

Note: The sample is to be shown to the interested Vendors before the submission of the quote.

Last date for submission of sealed quotation is August 20, 2018 5.00 p.m. (IST)

Sealed Quotations are to be submitted to:

The Director, UGC - HRDC
Or Dr. Anjan Chakrabarti, UGC, HRDC, BU
The University of Burdwan, Golapbag, Burdwan, West Bengal - 713104

Sd/-
Director, UGC - HRDC

TERMS AND CONDITIONS OF THE CONTRACT

1. Evidence of payment of your ST, IT and PT may be produced along with the quotation.
2. Order should be collected & Materials are to be delivered to the Director Or Dr. Anjan Chakrabarti, UGC-HRDC, BU.
3. The rate will be strictly valid up to 31st March 2019.
4. Items should be given as per requirement.
5. Order may be placed on urgent basis for immediate delivery.
6. Bidders, with relevant GST documents, are advised to submit with Quotation.
7. GST Bill is to be produced for claiming payment.
8. The authority reserves the right to cancel the order at any time without assigning any reason.