



Ref. No.HRDC/BU/PUR/CORRS/10

Date: 12-07-2019

TENDER NOTICE

Prospective vendors are requested to submit the sealed quotations of different items for the UGC-Human Resource Development Centre, The University of Burdwan for the rate contract (to be valid upto 31-03-2020) and procurement of items mentioned below for the Financial Year 2019-2020. The Prospective Vendors should collect the specimen applicable for Item Serial Number 5 to 9 of the following items from the HRDC to ensure the requisite specification and quality of the products before submission of the quotation.

Item Serial Number	Description of Item(s)
1	A4 70 GSM Paper
2	A4 75 GSM Paper
3	80 GSM 23”X36” maplitho
4	80 GSM Book Printing
5	Office Stationary File
6	File with Flap Clip
7	Clear Acrylic Table Top Elevator Writing Desk (Size 16”X12”) with adjustable height
8	Cardboard Cover D Ring File Folder
9	Plastic Folder (with name and organization logo printed)

Last Date of Submission of Sealed Quotation on or before 13-08-2019

Sealed Quotation to be submitted to:

**The Director, UGC-HRDC
(In her physical absence)
Associate Professor, UGC-HRDC
The University of Burdwan, Golapbag, Burdwan, West Bengal-713104**

**Sd/-
Director
UGC-HRDC
The University of Burdwan**

TERMS AND CONDITIONS OF THE CONTRACT

- Evidence of payment of your ST, IT and PT may be produced along with the quotation.
- Materials should be collected & delivered to the Director, UGC-HRDC and in her absence to the Associate Professor.

3. The rate will be inclusive of installation and strictly valid upto 31st March 2020.
4. Items should be given as per requirement.
5. Order may be placed by the Director and communicated by the Director on urgent basis for immediate delivery.
6. Bidders are advised to submit relevant GST documents with the Quotation.
7. GST Bill is to be produced for claiming payment.
8. Three copies of Challan are to be brought while delivering the materials.
9. The authority reserves the right to cancel the order at any time without assigning any reason.
10. Payment will be made through Cheque/NEFT after getting clearance from the Director or in her absence from the Associate Professor.
11. Bank details may kindly be provided along with the quotation.
12. Violation of any above mentioned clause may lead to the cancellation of the order.