



THE UNIVERSITY OF BURDWAN
FINANCE DEPARTMENT
Rajbati, Burdwan – 713104

Notice Inviting Tender

Tender No:- F/CPC/7(17-18)/ 268

Date- 05.03.18

Sealed quotations are hereby invited with sample from the competent bonafide resourceful vendors for supplying of the following items as mentioned below in the Annex-A for Burdwan University (to be delivered at Central Store of The University Of Burdwan) to be submitted at the Central Purchase Unit, Finance Department , The University of Burdwan , Rajbati.

Terms and Condition:-

- *Rates quoted should be valid for acceptance for at least 6 months from the date of submission to the office of the university.*
- *Sample of all materials may be obtained from the Central Store, Rajbati.*
- *The materials should be of reputed brand.*
- *The University reserves the right to select the brand at its own discretion.*
- *The University is not bound to accept the lowest rate and reserve the right to accept or reject any or all the quotation without assigning any reason whatsoever.*
- *The university will not accept any substandard articles under any circumstances certificates of the concerned departmental head on the challan and bill as to supply as per specification has to be obtained.*
- *The supplier shall be liable to such penalties as the university may decide in case of failure on the part of supplier to complete the supply of all the items within such period as maybe specified in the supply order.*
- *The supplier shall submit GST bills in printed form, in triplicate duly completed in all respects.*
- *Payment due to the supplier will be made through the R.T.G.S. direct to the party bank account.*
- *A vendor may submit quotation for a single item or for more than one item. GST registration must be submitted along with the quotation.*
- *All taxes and other charges must be mentioned clearly.*
- *The vendors must submit up to date documents relating to (a) GST (b) Trade Licence (c) P.Tax (d) Income Tax.*
- *The University reserves the right to increase/decrease the quantity to be purchased.*
- *Quotation name/number/date should be mentioned on top of the envelope.*
- *The quotations must be submitted to : Finance Officer, Finance Department, Burdwan University, Rajbati , Burdwan.*
- *The last date of submission of the quotation is 20.03.18*



THE UNIVERSITY OF BURDWAN
FINANCE DEPARTMENT
Rajbati, Burdwan – 713104

Annex-A:-

Sl No	Name of the item	Specification	Quantity	Unit
1	Sutli Thread	5 Ply Good Quality	1000	Kg
2	Sutli Thread	3 Ply	50	Kg
3	Brown paper	Full size	10,000	pcs
4	Rexene Bound Register	200 pages	25	pcs
5	Gems Clip	Good Quality Plastic Quoted (100 pcs in a box)	1000	Boxes
6	Pin	Good Quality (King) (100 gms in a box)	1000	Boxes
7	File Cover With Flap	Middle Cloth Laminated , printed	7000	Pcs
8	Cotton Duster	36 x 36 inch	1000	pcs
9	do	24 x 24 Inc	2000	Pcs
10	Lifebuoy Soap	125 gms	1000	pcs
11	Scissor	17.5 cm	200	pcs
12	Binder Clip	1 inch (Diamond)	25	Dozens
13	do	1-3/4 inch	25	Dozens
14	Peon Book	200 pages	1000	Pcs
15	Punch	1 hole (kangaroo)	100	Pcs
16	Punch	2 Hole (kangaroo)	200	Pcs
17	Stamp pad ink	Gripex (60 ml)	200	Bottles
18	Super Tape	1 inch (Kores)	100	Pcs
19	Guard file	200 pages	200	pcs
20	Tag	6 inch , Good Quality	200	Dozens
21	Box file	Polythene , good quality	200	pcs

Sd/-

Finance Officer



THE UNIVERSITY OF BURDWAN
FINANCE DEPARTMENT
Rajbati, Burdwan – 713104

Notice Inviting Tender

Tender No:- F/CPC/9(17-18)/ 269

Date- 05.03.18

Sealed quotations are hereby invited with sample from the competent bonafide resourceful vendors for supplying of the following items as mentioned below in the Annex-A for Burdwan University (to be delivered at Central Store of The University Of Burdwan) to be submitted at the Central Purchase Unit, Finance Department , The University of Burdwan , Rajbati.

Terms and Condition:-

- *Rates quoted should be valid for acceptance for at least 6 months from the date of submission to the office of the university.*
- *Sample of all materials may be obtained from the Central Store, Rajbati.*
- *The materials should be of reputed brand.*
- *The University reserves the right to select the brand at its own discretion.*
- *The University is not bound to accept the lowest rate and reserve the right to accept or reject any or all the quotation without assigning any reason whatsoever.*
- *The university will not accept any substandard articles under any circumstances certificates of the concerned departmental head on the challan and bill as to supply as per specification has to be obtained.*
- *The supplier shall be liable to such penalties as the university may decide in case of failure on the part of supplier to complete the supply of all the items within such period as maybe specified in the supply order.*
- *The supplier shall submit GST bills in printed form, in triplicate duly completed in all respects.*
- *Payment due to the supplier will be made through the R.T.G.S. direct to the party bank account.*
- *A vendor may submit quotation for a single item or for more than one item. GST registration must be submitted along with the quotation.*
- *All taxes and other charges must be mentioned clearly.*
- *The vendors must submit up to date documents relating to (a) GST (b) Trade Licence (c) P.Tax (d) Income Tax.*
- *The University reserves the right to increase/decrease the quantity to be purchased.*
- *Quotation name/number/date should be mentioned on top of the envelope.*
- *The quotations must be submitted to : Finance Officer, Finance Department, Burdwan University, Rajbati , Burdwan.*
- *The last date of submission of the quotation is 20.03.18*



THE UNIVERSITY OF BURDWAN
FINANCE DEPARTMENT
Rajbati, Burdwan – 713104

Annex-A:-

Sl. No	Name of the item	Specification	Quantity	Unit
1	Inner Cover Envelope (Brown)	11 inch x 5 inch-Printed	10,000	Pcs
2	Outer Cover Envelope (Brown)	Inside Cloth Pasted 12.6 x 6.6 Inches-Printed	10,000	Pcs
3	Light Green Envelope	Inside Cloth Pasted 10 x 12 Inches-Plane	30,000	Pcs

Sd/-

Finance Officer