



**DEPARTMENT OF EDUCATION  
THE UNIVERSITY OF BURDWAN  
Golpabag, Burdwan - 713104**

**Notice Inviting Tender for Stationary Items for the Department of Education, The  
University of Burdwan**

**Tender No: DEPT./EDN./NS-ICSSR/2025 (1)**

**Date: 07.05.2025**

Sealed quotations (with samples) including all taxes and charges are hereby invited from the competent bonafide resourceful vendors for supplying of the following items as mentioned below for the purpose of ICSSR, New Delhi sponsored National Seminar organized by the Department of Education, The University of Burdwan (to be delivered at Department of Education, The University of Burdwan, Golapbag, Burdwan-713104).

**Details of the Stationary Items**

	Sl. No.	Item(s)	Quantity (Approx.)	Unit Rate
<b>Stationary</b>	1.	<b>Potted Plant</b>	<b>09</b>	
	2.	<b>Uttario Batik Print</b>	<b>25</b>	
	3.	<b>Cover Printed Leather File</b>	<b>09</b>	
	4.	<b>Cover Printed Jute Bag</b>	<b>185</b>	
	5.	<b>Pen</b>	<b>185</b>	
	6.	<b>Cover Printed Writing Pad</b>	<b>185</b>	



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**Terms and Conditions:-**

- Rates quoted should be valid for acceptance for at least one year from the date of submission to the office of the university.
- The materials should be of reputed brand and specimen should be enclosed.
- 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 part of the supplier to complete the supply of the items within such period as may be 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.
- All taxes and other charges must be mentioned clearly.
- The vendors must submit up to date documents relating to: **(a) GST (b) Trade License (c) PAN** & other necessary documents.
- 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: Head, Department of Education, The University of Burdwan, Golapbag, Purba Bardhaman-713104, West Bengal**
- **The last date of submission of the quotation is 22/05/2025 at 3.00 pm.**