

UNIVERSITY OF CALCUTTA



Tender Notice No. ADM/CE/30/Tender/18/14

Senate House
Kolkata - 700073
Dated 04.05.2018

NOTICE INVITING TENDER FOR OFFICE STATIONERY

Sealed tenders are invited by the Department of Controller of Examinations, University of Calcutta for the financial year 2018 - 19 for the following items :-

- 1. Plastic Envelope, Size – 20” X14” of 75 micron with printing**
- 2. Plastic Envelope, Size – 12” X14” of 75 micron with printing**

The bidders are to submit (a) Quotations (In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, Previous VAT/Sales tax clearance Certificate, PAN Card, Income Tax Clearance certificate, GST Certificate and (c) sample of item.

The bidders are also requested to submit quotation at lowest basic rate i.e. excluding taxes.

The rates will be effective from the date of the offer / quotation and will be valid till 31.03.2019

The tenders will be received by the office of the undersigned at 1st floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **16.05.2018** on all working days from **11 a.m. to 4 p. m.** and the same will be opened on **17.05.2018** at 3.30 p.m. in presence of bidders or their authorized representatives.

The Authority reserves the right to accept or reject any tender without assigning any reason. Parties shall be liable to replace defective or inferior quality articles. Failure to execute order to the satisfaction of the authority shall lead to cancellation of order.

Handwritten signature in blue ink with the date 04/05/18 written below it.
Controller of Examinations
University of Calcutta