



No. Tender / 2015 / O.S. / 11

date : 26.05.2015

**UNIVERSITY OF CALCUTTA**

**NOTICE INVITING TENDER FOR SUPPLY OF OFFICE STATIONERY ITEMS**

Sealed Tenders are invited by the University of Calcutta for the supply of the following Office Stationery items from manufacturers/suppliers.

1. Sealing Wax (16 sticks per packet ) [ Rate per packet]
2. Board files (Two flaps straw-board 21lb.-NewBandage cloth with red tape)  
[Rate per 100 files]
3. Cover Files (fool's cap size, Four flap) [Rate per gross]
4. Jute Rope (3 & 5 ply) [ Rate per Kg.)
5. Napthalene Balls (Bengal Chemical only)

Rates are to be quoted in the company letter-head which are to be submitted along with the credentials if any, Sales Tax clearance certificate, up to date Trade License and sample of items separately. Tenders will be received by the office of the undersigned up to 08.06.2015 on all working days from 11A.M. to 5P.M.

The University 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 supply order to the satisfaction of the authority shall lead to cancellation of order and forfeiture of earnest money.

**Prof.(Dr.) Basab Chaudhuri**  
**Registrar**

Senate House, Kolkata – 73.  
The 26th of May, 2015