



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur, Dist.:

Bankura, Pin- 722155, West Bengal

Office of the Registrar

No: RO/BKU/477/2022

Date: 01/09/2022

Tender Notice

Sealed quotations are invited from the reputed manufacturers, suppliers and vendors for procurement of stationary items.

The quotations are to be submitted to the Registrar, Bankura University, Bankura Block-II, P.O.- Purandarpur, Bankura, Pin- 722155. Last date of submission of quotation is on 08.09.2022 up to 3.00 p.m.

Eligibility criterion of participation in the tender:

- Bonafide, resourceful and reliable Vendors.
- An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Government Department.
- Subletting of suppliers is strictly prohibited.
- The prospective bidders must have valid upto date clearance of Income Tax return / Professional Tax clearance certificate / P.T (Deposit Challan) / PAN Card / **GST registration certificate**.
- The prospective bidders must have valid Trade License/ Enlistment.
- The authorised Dealers/ Vendors must have authorization certificate of dealership.
- The suppliers who have been delisted or debarred by any government department shall not be eligible in any way.
- Past performance for vender will be judged (please attached three largest clients other than the Bankura University).
- Rate is to be inclusive of all taxes, transport charges and installation.
- The rates will be valid upto 31.12.2022.
- The University reserves the right to accept or reject any quotation without assigning any reason whatsoever.

Detail specifications of the stationary items are given below:

Sl. No.	Name of the Item with Specification	Quantity
1	Meeting Resolution Register	48 pcs
2	Student Attendance Register (1 Page)	120 pcs
3	Student Attendance Register (2 Page)	120 pcs
4	Register (No. 6) Kalpana	120 pcs
5	Register (No. 8) Kalpana	60 pcs
6	Pen Agni 4g (Black)	100 pcs
7	Pen Agni 4g (Blue)	100 pcs
8	Plastic Dust-pan	24 pcs
9	Cello-tape (3 inch)	12 pcs
10	Plastic Folder File (Good Quality)	36 pcs

11	Plastic Folder File (Normal)	60 pcs
12	Double Punching Machine	06 pcs
13	Stapler Pin (10 No.) Kangaro	20 Box
14	Binder Clip (BC-25)	100 pkt
15	Full Jharu (Good Quality)	48 pcs
16	Water Bottle (Milton - 1 Ltr)	60 pcs
17	Rubber Band (Medium)	2 Kg
18	Rubber Band (Big)	2 Kg
19	Paddle Dustbin (Deepak)	12 pcs
20	Dustbin 60 Ltr (Nilkamal)	06 Pcs
21	Stage Fita	200 pcs
22	White Board Marker Pen (Black)	100 pcs
23	White Board Marker Pen (Blue)	100 pcs
24	White Board Marker Pen (Red)	100 pcs
25	Alpin	20 pkt
26	White Board Duster	30 pcs
27	Black Board Duster	30 pcs
28	Table Cloth (4x6)	12 pcs
29	Wood Pencil (Apsara)	20 pkt
30	Cobra File (Spring File)	60 pcs
31	Arch File (Good Quality)	60 pcs
32	White Board Marker Ink (Red)	10 bottle
33	White Board Marker Ink (Blue)	10 bottle
34	White Board Marker Ink (Black)	10 bottle
35	Cover file (Large)	60 pcs
36	Wireless Door Bell (Good Quality)	03 pcs
37	Cloth Envelope (16x12)	1000 pcs
38	Cloth Envelope (10x12)	1000 pcs
39	Trimax Gel Pen (Blue)	10 Pcs
40	Trimax Gel Refill (Red)	20 pcs
41	Trimax Gel Refill (Black)	20 pcs
42	Scale (Steel)	60 pcs
43	A4 Paper (75 GSM)	400 Rim
44	A4 Paper (Copy Power)	50 Rim
45	A3 Paper (75 GSM)	20 Rim

Sd/-
Prof. Subir Kumar Roy
Registrar (Addl. Charge)
Bankura University

Memo No. RO/BKU/477/1(5)/22

Date: 01/09/2022

Copy Forwarded to:

1. The Finance Officer, Bankura University.
2. System Administrator, Bankura University with a request to upload the notice in the university website
3. Central Store, Bankura University
4. Office Notice Board.
5. Guard file

Sd/-
Prof. Subir Kumar Roy
Registrar (Addl. Charge)
Bankura Univesity