



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/530/2025

Date:08/09/2025

Tender Notice

Sealed quotations are invited from the reputed manufacturers, suppliers and vendors for supply of Stationary items for Bankura University.

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 15.09.2025 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 31.12.2025.
- The University reserves the right to accept or reject any quotation without assigning any reason whatsoever.

Detail specifications of the items are given below:

Sl. No.	Item Name	Quantity
1	A4 Paper (70 gsm) JK Copier	100 Ream
2	Binder Clip (Bc-25)	24 Pkt
3	Binder Clip (Bc-41)	12 Pkt
4	BKU Envelope (5X11)	500 Pcs
5	Black Hit (400-ml)	6 Pcs
6	Cellotape 1/2" big (White)	12 Pcs
7	Chalk (Collor)	6 Pkt
8	Channel File	60 Pcs
9	Cloth Duster	120 Pcs
10	Cobra File	24 Pcs

11	Detergent Powder (Sofed - 1 Kg)	5 Kg
12	Floor Cleaner Brush (10 inch-F)	24 Pcs
13	Gel Pen (Reynolds- Racer)-Green	30 Pcs
14	Gel Refill (Ocean) Blue	30 Pcs
15	Gel Refill (Ocean) Green	30 Pcs
16	Harpic (Big- Blue)-500ml	48 Pcs
17	Highlighter Pen (Camlin)	30 Pcs
18	Jhul Jharu (Steel Handle)	12 Pcs
19	Letter head (Office of the Registrar) 100 gsm bond paper 100 pcs book	10 Book
20	Letter head (Registrar) 100 gsm bond paper 100 pcs book	5 Book
21	Lock & Key (Palam,68mm,4 key,9 Livers)	10 Pcs
22	Mouse for Computer (Zebronics)	10 Pcs
23	Mouse Pad	10 Pcs
24	Muriatic Acid	10 Pcs
25	Naptholine Ball (100g pkt)	30 Pcs
26	Odonil	06 Box
28	Pen-Drive (64gb-HP)	05 Pcs
29	PVC Tape (Black Tape) 6-mtr	30 Pcs
30	Red Hit (400ml)	06 Pcs
31	Register (No-10)	06 Pcs
32	Remote Battery (Ultra-12v)	05 Pcs
33	Room Freshner (Ambipur)	12 Pcs
34	Room Freshiner (Refill-Air)	06 Pcs
35	Rubber Band (Big) 5"	1 Kg
36	Rubber Band (Medium)	1 Kg
37	Scotch Brite	36 Pcs
38	Spring File	36 Pcs
39	Stapler (HD-45) Kangaro	10 Pcs
40	Stapler (HP-45 - Kangaro) Handle	10 Pcs
41	Sutli	5 Kg
42	Toilet Brush (Round)	12 Pcs
43	Tray (Plastic)	12 Pcs
44	White Board Marker- Ink (Blue) Camlin	10 Pcs
45	Water Bottle (Milton- 1 Ltr)	60 Pcs
46	U & T Pen (Black)	60 Pcs
47	U & T Pen (Blue)	60 Pcs
48	Scotch Brite (Wire)	12 Pcs
49	Register (Student Attendance Register)1- Page	120 Pcs
50	Lizol (500ml)	36 Pcs
51	Letter-Head (Bankura University)100 gsm bond paper 100 pcs book	120 Pcs
52	Full Jharu (Good Quality)	24 Pcs

53	Exam Board	06 Pcs
54	Envelope Cloth (11X5)	300 Pcs
55	Door Mat (5x3) {Plastic -Grass}	03 Pcs
56	Door Mat (3x2) {Plastic -Grass}	06 Pcs
57	Cover File (Large-Eagle) {30cmx38cm}	60 Pcs
58	Copy Power Paper Legel	05 Ream
59	Computer Mouse Pad	12 Pcs
60	Carbolic Acid 300 ml	06 Pcs
61	Arch File (Plastic Lamination)	24 Pcs
62	cmos Battery (2032)	20 Pcs

Sd/-
Dr. Saurabh Dutta
Registrar (Addl. Charge)
Bankura University

Memo No. RO/BKU/ 530 /2025

Date: 08/09/2025

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/-
Dr. Saurabh Dutta
Registrar (Addl. Charge)
Bankura University