



# 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/242/2026

Date: 09/06/2026

### 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 16.06.2026 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.
- Rate is to be inclusive of all taxes, transport charges and installation.
- The rates will be valid upto 31.12.2026.
- 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	Plastic Folder File (Good Quality, Single Pocket)	120 Pcs
2	Floor Cotton Mop (10 inch Wide, Long Handle)	24 Pcs
3	A4 Paper (JK, 70 GSM)	100 Ream
4	Cartridge (12A, Frontech)	30 Pcs
5	CD Marker (Black)	10 Pcs
6	Stamp Pad (Faber Castell)	24 Pcs
7	Scissor 190 mm (KEA-SC-403)	24 Pcs
8	Agni Pen (U & T, Black)	60 Pcs
9	Agni Pen (U & T, Blue)	60 Pcs
10	Exam Board	12 Pcs
11	Digital 10 Kg Stainless Steel Mini Table Top Weight Machine (1 gm–10 Kg, ISI Mark)	1 Pc
12	Meeting Resolution Book (Kalpana)	60 Pcs

13	Odonil Bathroom Freshener	6 Boxes (Pack of 30 Pkts each)
14	Water Bottle (Milton, 1 Litre)	120 Pcs
15	Excel Bond Paper (Copy Power, 500 Sheets)	5 Ream
16	Computer Monitor (Zebster, 20 Inch)	3 Pcs
17	Wall Clock (Ajanta, 12 Inch Round)	6 Pcs
18	Cartridge (136A, Frontech)	10 Pcs
19	Cloth Duster (Good Quality)	120 Pcs
20	Reynolds Gel Pen (Blue)	40 Pcs
21	Reynolds Gel Pen (Black)	40 Pcs
22	Reynolds Gel Pen (Green)	20 Pcs
23	Reynolds Gel Pen (Red)	30 Pcs
24	Reynolds Gel Refill (Green)	40 Pcs
25	Cover File Large (Monish Multi Colour, 16" × 12")	120 Pcs
26	Plastic Tray (Deepak, 16" × 12")	12 Pcs
27	Flower Broom (Good Quality)	36 Pcs
28	Paper Cutter Knife (Good Quality)	12 Pcs
29	Peon Book No. 3 (Golden Eagle)	36 Pcs
30	Mosquito Oil (Good Knight)	24 Pcs
31	Plastic Bucket (Deepak, 14 Litre)	12 Pcs
32	White Board Marker Pen (Blue, Camlin)	30 Pcs
33	White Board Marker Pen (Black, Camlin)	30 Pcs
34	White Board Marker Pen (Green, Camlin)	30 Pcs
35	White Board Marker Pen (Red, Camlin)	20 Pcs
36	CD Marker (Blue, Camlin)	10 Pcs
37	Scotch-Brite (Sparks)	60 Pcs
38	Lifebuoy Soap (MRP ₹10)	30 Pcs
39	Vim Bar Soap (MRP ₹10)	60 Pcs
40	Bleaching Powder (500 g Jar, ITC)	12 Pcs
41	Toilet Brush (Long Handle, Round, Good Quality)	24 Pcs
42	Cloth Envelope (16" × 12")	500 Pcs
43	Cloth Envelope (10" × 12")	500 Pcs
44	Rule Register No. 30 (Eagle)	5 Pcs
45	Fevi Gum (200 ml)	24 Pcs
46	Fevicol (200 ml)	12 Pcs

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

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**