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

Ref. No.- RO/BKU/537/2026 Date:19.11.2026

NOTICE INVITING QUOTATIONS

Sealed Quotations are invited for the financial year 2026-2027 from the prospective bidders for the purchase of stationery articles and other necessary items for smooth functioning of official work in Bankura University.

Detailed list of materials and make etc. can be available from the Registrar Dept. of the University, as well as in the website of the Bankura University.

Sealed Quotations should be submitted to the Receiving Section of the University on any working day from 11 AM to 4 PM. The last date for the submission of sealed price quotation is 30.11.2026 at 4 PM. The price quotations will be opened on 02.12.2026 at 12 noon in the meeting Room adjacent to the Chamber of Hon'ble Vice Chancellor, Bankura University in presence of the bidders. The date and time of the opening of the quotations are subject to change, if necessary. Any such change will be notified in due course. The rate will remain valid upto 31st March 2027. The rate should be submitted without GST and the quoted price should not be exceeded the MRP of articles including all taxes. Relevant documents (IT return last year, PAN, GST certificate etc.) must be enclosed. The vendors who will submit the price quotations, are requested to attend the Price Quotations opening meeting on scheduled date & time. The undersigned reserves the right to reject incomplete and unjustified quotations without any notice and explanations.

Sd/-Registrar

List of stationery Bankura University

A	***PAPER***	Unit	Rate	Remarks
1	A3 Paper (75 gsm)JK Copier	Ream		
2	A4 Paper (75 gsm)Copy Power	Ream		
3	Copy power A4 Legal	Ream		
4	JK Excel Bond A4(100GSM)	Ream		

B	**PEN ITEM**	Unit	Rate	Remarks
1	CD Marker Pen (Black)-Camlin	Pc		
2	CD Marker Pen (Blue)-Camlin	Pc		
3	CD Marker Pen (Green)-Camlin	Pc		
4	CD Marker Pen (Red)-Camlin	Pc		
5	Correction Pen (Camlin)-Camlin	Pc		
6	Gel Pen (Reynolds- Racer)-Blue	Pc		
7	Gel Pen (Reynolds- Racer)-Green	Pc		
8	Gel Pen (Reynolds- Racer)-Red	Pc		
9	Gel Pen (Reynolds-Racer)-Black	Pc		
10	Gel Pen Trimex (0.5- Blue)	Pc		
11	Gel Pen Trimex (0.5- Green)	Pc		
12	Gel Pen Trimex (0.5- Red)	Pc		
13	Gel Refile (Ocean) Black	Pc		
14	Gel Refile (Ocean) Blue	Pc		
15	Gel Refile (Ocean) Green	Pc		
16	Gel Refile (Ocean) Red	Pc		
17	Gel Refile (Reynolds-Racer) Black	Pc		
18	Gel Refile (Reynolds-Racer) Blue	Pc		
19	Gel Refile (Reynolds-Racer) Green	Pc		
20	Gel Refile (Reynolds-Racer) Red	Pc		
21	Highlighter Pen	Pc		
22	Nataraj Pen (Black)	Pc		
23	Nataraj Pen (Blue)	Pc		
24	Nataraj Pen (Green)	Pc		
25	Nataraj Pen (Red)	Pc		
26	Perment Marker Pen (Black)Camlin	Pc		
27	Perment Marker Pen (Blue)Camlin	Pc		
28	Perment Marker Pen (Green)Camlin	Pc		
29	Perment Marker Pen (Red)Camlin	Pc		
30	U & T Pen (Black)-Agni	Pc		
31	U & T Pen (Blue) Agni	Pc		
32	U & T Pen (Green) Agni	Pc		

List of stationery Bankura University

B	PEN ITEM	Unit	Rate	Remarks
33	U & T Pen (Red) Agni	Pc		
34	White Board Marker (Black) Camlin	Pc		
35	White Board Marker (Blue) Camlin	Pc		
36	White Board Marker (Green) Camlin	Pc		
37	White Board Marker (Red) Camlin	Pc		
38	White Board Marker- Ink (Black) Camlin	Pc		
39	White Board Marker- Ink (Blue) Camlin	Pc		
40	White Board Marker- Ink (Green) Camlin	Pc		
41	White Board Marker- Ink (Red) Camlin	Pc		
42	Wood Pencil (Apsara)	Pc		

C	REGISTER	Unit	Rate	Remarks
1	Car log book (200 Page)-Eagle	Pc		
2	Meeting Resolution Book	Pc		
3	Register (Cheque Book)	Pc		
4	Register (Letter issue) 200 Page	Pc		
5	Register (Letter Issued- Big) 400 Page	Pc		
6	Register (Mitting Notice)	Pc		
7	Register (No- 2)-Eagle	Pc		
8	Register (No-10)-Eagle	Pc		
9	Register (No-12)-Eagle	Pc		
10	Register (No-3)-Eagle	Pc		
11	Register (No-30)-Eagle	Pc		
12	Register (No-4)-Eagle	Pc		
13	Register (No-6)-Eagle	Pc		
14	Register (No-8)-Eagle	Pc		
15	Register (Staff Attendance) 2-time signature	Pc		
16	Register (Stock- General) 130 - Page	Pc		
17	Register (Stock- General) 200 - Page	Pc		
18	Register (Stock- General) 400 - Page	Pc		
19	Register (Student Attendance) 2-Page	Pc		
20	Register (Student Attendance) 3-Page	Pc		
21	Register (Student Attendance)1- Page	Pc		
22	Peon book (No- 2)-Eagle	Pc		

List of stationery Bankura University

D	PAD- ITEM	Unit	Rate	Remarks
1	Admission Form- Green Paper (338mmX206mm) 100 Page Book-as per specimen	Book		
2	Advance Withdrawl Voucher (280mmx222mm) 100 Page Book-as per specimen	Book		
3	Bus -Ticket (Five -Colour) with Counter Part {100MMX60MM} 100 Page Book-as per specimen	Book		
4	Cash Receipts (With counter part & sl no.) {288mmx110mm} 100 Page Book-as per specimen	Book		
5	Liv- Form -100 Page Book-as per specimen	Book		
6	Cash Voucher (220mmx187mm) 100 Page Book-as per specimen	Book		
7	Challan Book (Triplicate)-as per specimen	Book		
8	Contingent Bill Book346mmx212mm(100 -Page Book)-as per specimen	Book		
9	Letter Head (Bankura University){100 -Page Book} A4 JK Bond Paper 100 GSM -as per specimen	Book		
10	Letter Head (Finance Officer){100 -Page Book} A4 JK Bond Paper 100 GSM -as per specimen	Book		
11	Letter Head (OfficE of the Registrar){100 -Page Book} A4 JK Bond Paper 100 GSM -as per specimen	Book		
12	Letter Head (P.G Sec){100 -Page Book} A4 JK Bond Paper 100 GSM -as per specimen	Book		
13	Letter Head (System-Admin) JK Bond Paper 100 GSM {100 -Page Book}-as per specimen	Book		

List of stationery Bankura University

D	PAD- ITEM	Unit	Rate	Remarks
14	Letter Head (U.G Sec){100 -Page Book} 100 GSM A4 JK Bond Paper -as per specimen	Book		

15	Letter Head (Vice-Chancellor){100 -Page Book} 100 GSM A4 JK Bond Paper-as per specimen	Book		
16	Library- Requistion Slip (for Library Lending) 92mm x 108mm- 100 Page Book-as per specimen	Book		
17	Library Plastic Jacket (T.P) {185mm x 103mm}-as per specimen	Pc		
18	Library Account Book With Lather Jacket 24 Page Book Both Side Printing (155mm x 84mm)-as per specimen	Book		
19	Library Lending Card(Blue Colour-177mm 92mm)-as per specimen	Pc		
20	Library Membership Card (178mm x 142mm)-as per specimen	Pc		
21	Library Lending Card (for Research Scholar) 174mm x 90mm-as per specimen	Pc		
22	Library Membership Card (for Research Scholar) 174mm x 130mm-as per specimen	Pc		
23	Library Graguate Card (177mm x 88mm)-as per specimen	Pc		
24	Library Graguate Membership Card (177mm 142mm)	Pc		
25	Library Book Card (Blue- Double Side Printing) 140mm x 85mm-as per specimen	Pc		
26	Library Book Pocket (Yellow-147mm x 92mm)-as per specimen	Pc		
27	Library Membership Card Double side Printing (190mm x 138mm)-as per specimen	Pc		
28	Library Reading Card (Yellow) 147mm x 92mm	Pc		

List of stationery Bankura University

D	PAD- ITEM	Unit	Rate	Remarks
29	Library (Book Returned-Date Slip) 188mm x 115mm- 100 Page Book-as per specimen	Book		
30	Library Application for Duplicate /Triplicate Slip Book (215mm x 138mm- 100 Page Book)-as per specimen	Book		

31	Library Reading Room Requistion Slip (Yellow-100 Page Book) 115mm x 92mm-as per specimen	Book		
32	Library Clearance Certificate With Counter Part With sl no. 223mm x 143mm (100 Page Book-as per specimen	Book		
33	Library Requistion Slip /Challan Book Triplicate (275mm x 108mm) 100 Pcs Book-as per specimen	Book		
34	Library Triplicate Challan Book (285mm x 215mm) 100 Pcs Book-as per specimen	Book		
35	Migration Certificate 70 GSM Green Paper With sl no. (288 mm x 140 mm) 100 Page Book-as per specimen	Book		
36	Note Sheet (100 Page Book) 75 GSM (343mm x 214mm) -as per specimen	Book		
37	T.A -Book (100 Page Book) 65 GSM {298mm x 212mm}-as per specimen	Book		
38	Travelling Allowance Bill 100 Page Book 50 GSM (340mm x 208mm)-as per specimen	Book		

E	Printer,Computer & others	Unit	Rate	Remarks
1	Toner -Original(3554S-Ricoh)	Pc		
2	Shouldering Iron Heat Adjustable	Pc		
3	Toner (Konika)	Pc		
4	Toner (NPG- 59)	Pc		

List of stationery Bankura University

F	OTHER ITEM	Unit	Rate	Remarks
1	Alpine	Pkt		
2	Alpine Box (Magnet)	Pkt		
3	Arch File (Plastic Lamination)	pc		
4	Bag (Nylon)	Pc		
5	Bath-Room Freshiner (Godrej)	Pc		
6	Bell Clip	Pkt		
7	Binder Clip (Bc-19)	Pkt		
8	Binder Clip (Bc-25)	Pkt		
9	Binder Clip (Bc-41)	Pkt		

10	Black Hit (400-ml)	Pc		
11	Bleching Powder (500g-jar)	Pc		
12	Board Duster (Black Board)	Pc		
13	Board Pin (Nikel)	Pkt		
14	Board Pin (Plastic)	Pkt		
15	Box File	Pc		
16	Brown Paper	Pkt		
17	Bucket (Plastic) Deepak-14 ltr	Pc		
18	Calculator (Big) orpat- OT-1600T	Pc		
19	Calculator (Small) orpat	Pc		
20	Candles -6 inch-20 mm	Pkt		
21	Capacitor 2.5mfd (Tibcon)	Pc		
22	Carbolic Acid 300 ml	Pc		
23	Cellotape 1''(White)	Pc		
24	Cellotape 1/2''S (White)-Big	Pc		
25	Cellotape- 2'' (White)	Pc		
26	Cellotape Cutter	Pc		
27	Cello-Tape Machine (2 inch)	Pc		
28	Cellotape-2'' (Brown)	Pc		
29	Chalk (Collor) 144 Pcs	Box		
30	Chalk -144 pcs White (kores)	Box		
31	Chanel File	Pc		
32	Chimta (Steel)	Pc		
33	Clip Box	Pc		
34	Cloth Duster	Pc		
35	Cobra File	Pc		
36	Coconut Boom (Good Quality)	Pc		
37	Colin (Big) 500ml	Pc		
38	Colin Bell	Pkt		

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F	OTHER ITEM	Unit	Rate	Remarks
39	Cover File (BKU- Logo With Address) as per Specimen	Pc		
40	Cover File (Large) {30cmx38cm) Eagle	Pc		
41	Cover File (Small)	Pc		
42	Cup & Plate Set (Laopola) 6+6	Set		
43	Detergent Powder (Sofed - 1 Kg)	Pkt		
44	Dettol Hand Wash (Bottle+ pouch)	Pc		
45	Dettol Hand Wash (Pouch)	Pc		

46	Door Closer (Godrej)	Pc		
47	Door Mat (Big) {Plastic -Grass} 4f x 6f	Pc		
48	Door Mat (Small) {Plastic -Grass} 3f x 2f	Pc		
49	Double Tape (Big)-Big	Pc		
50	Dusbine (Big- nilkomal -120L -Blue)	Pc		
51	Dusbine (Net) Deepak	Pc		
52	Dust Pan (Plastic) Deepak	Pc		
53	Duster (White Board)	Pc		
54	Electric Extance Board -Wooden+Plate, All Materials (goldmedal 10 amp)- Socket3, switch1 mcb16amp, top5 amp, 1.5 mm 3core-5 meter	Pc		
55	Electric Kettle(Prestige) 1.5 Ltr	Pc		
56	Elestic Belt (3 inch) as per specimen	Pc		
57	Eraser (Apsara)	Pkt		
58	Exm Board-Plastic	Pc		
59	Fanidol Dust (500g)	Pkt		
60	Fevi Stik (15g)	Pc		
61	Fevicol MR (200-ml)	Pc		
62	Fevicol MR (Small) 100ml	Pc		
63	Fevi-Gum (200-ML)	Pc		
64	File (2-Fold)	Pc		
65	Floor Clener Brush -Cotton(12 inch-F)	Pc		
66	Floor Clener Wiper-15 inch	Pc		
67	Floor Freshiner	Pkt		
68	Folder File (Plastic-Good Quality)	Pc		
69	Foor	Pc		
70	Full Jharu (Good Quality)	Pc		
71	Glass (Laopola)-6 Pcs	Box		

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F	OTHER ITEM	Unit	Rate	Remarks
72	Gola	Pkt		
73	Good-Knight (Machine+ Oil)	Pc		
74	Goog -Knight (Liquide)	Pc		
75	Green Tea (H/L)	Pkt		
76	Hand Glovus-Sergical 100 Pcs Pkt	Pkt		
77	Harpic (Big - Red)-500ml	Pc		
78	Harpic (Big- Blue)-500ml	Pc		
79	Highlighter Pen (Camlin)	Pc		

80	James Clip	Pkt		
81	James Clip (Plastic Cotage)	Pkt		
82	Jhul Jharu (Plastic)	Pc		
83	Jhul Jharu (Steel Handle)	Pc		
84	Key Ring (With Name Plate)	Pc		
85	Knife -as per specimen	Pc		
86	Knife (Big) as per specimen	Pc		
87	Knife (Small) as per specimen	Pc		
88	Knife- Rs 10	Pc		
89	L.B .Soap (Rs-10)	Pc		
90	Laser Light (LED-6V)	Pc		
91	Laser Light Blue (For V.C)	Pc		
92	Liquide Paste-Atha (Big)-500 ml	Pc		
93	Liquide Paste-Atha (small) 200 ml	Pc		
94	Lizol (500ml)	Pc		
95	Lock & Key (Godrej)-7 Liver	Pc		
96	Lock & Key (Odinery)	Pc		
97	Mouse Pad	Pc		
98	M-Sell -10gm	Pc		
99	Muritic Acid-1 Ltr	Pc		
100	Naptholine Ball (100g pkt)	Pkt		
101	Note Pad (Big) as per specimen	Pc		
102	Note Pad (Small) as per specimen	Pc		
103	Notice Board -as per specimen	Pc		
104	Odonil	PKT		
105	Paddle Dusbine (Deepak-14ltr)	Pc		
106	Page Marker (5-colours)	Pkt		
107	Paper Wight (Plastic)	Pc		
108	Pen Stand (Good Quality)	Pc		
109	Pencil Battery (AA) {Eveready}	Pc		

List of stationery Bankura University

F	OTHER ITEM	Unit	Rate	Remarks
110	Pencil Battery (AAA) {Eveready}	Pc		
111	Pen-Drive (64gb-HP)	Pc		
112	Phenyl (Black) X-500ml	Pc		
113	Phenyl (White) nimyle-NEEM 500 ml	Pc		
114	Photo Glossy Paper-100 Pcs Pkt	Pkt		
115	Plastic Continer (Big)-as per specimen	Pc		
116	Plastic Continer (Medium)-as per specimen	Pc		
117	Plastic Continer (Small)-as per specimen	Pc		

118	Plastic Folder File (Double) -as per specimen	Pc		
119	Plastic Jug	Pc		
120	Plastic Mug	Pc		
121	Punching Machine (Doble) Kangaro	Pc		
122	Punching Machine (Doble)-Large {Kangaro}	Pc		
123	Punching Machine (Single) Kangaro	Pc		
124	PVC Pipe 1 inch	Bundle		
125	PVC Tape (Black Tape) 6-mtr	Pc		
126	Red Hit (400ml)	Pc		
127	Remote Battery (Ultra-12v)	Pc		
128	Rin Soap (MRP=10)	Pc		
129	Room Freshiner (Ambipur)-275ml	Pc		
130	Room Freshiner (Godrej)-200 ml	Pc		
131	Room Freshiner (Refill-Air) as per Specimen	Pc		
132	Rubber Band (Big) 4''	Kg		
133	Rubber Band (Big) 5''	Kg		
134	Rubber Band (Medium)	Kg		
135	Rubber Band (Small)	Kg		
136	Scale (Plastic) 12 inch	Pc		
137	Scale (Steel) 12 inch -Ajanta	Pc		
138	Scissor (KEA-SC103)	Pc		
139	Scissor (Matel)	Pc		
140	Scissor (Small)	Pc		
141	Scortch Brite	Pc		
142	Scortch Brite (Wire)	Pc		
143	Shapener (Apsara)	Pc		

List of stationery Bankura University

F	OTHER ITEM	Unit	Rate	Remarks
144	Soap Case	Pc		
145	Soft Duster (Computer Duster)	Pc		
146	Spering File	Pc		
147	Spoon	Pc		
148	Spray Bottle	Pc		
149	Stamp Pad (Camlin)	Pc		
150	Stamp-Pad Ink (Camlin)	Pc		
151	Stapler (10 No) Kangaro	Pc		
152	Stapler (HD-45) Kangaro	Pc		
153	Stapler (HP-45 - Kangaro) Handle	Pc		
154	Stapler Pin (24/6) Kangaro	Pc		

155	Stapler Pin (No -10) Kangaro	Pc		
156	Stock Register (General-400 Page)	Pc		
157	Surf-Excel Soap (MRP-10)	Pc		
158	Suta (Cotton) Small	Pc		
159	Suta (Cotton)Big	Pc		
160	Suta (Pari)	Pc		
161	Sutli	Pc		
162	Table Cloth (Cotton) 8fx6f	Pc		
163	Table Cloth (Plastic)	Pc		
164	Tag (48 inch)	Pc		
165	Tag File Fita (3inch x 45inch)	Pc		
166	Tag Suta	Pc		
167	Tar File	Pc		
168	Tea Mat Pad	Pc		
169	Tie	Pc		
170	Toilet Brush (Round)	Pc		
171	Towel (Big) as per specimen	Pc		
172	Towel (Small)- Hand Towel	Pc		
173	Tray (Plastic)	Pc		
174	UPS Battery (12v-7.2AH)	Pc		
175	Vim bar soap (Rs-10)	Pc		
176	Visiting Card	Pc		
177	Waest Paper Busket	Pc		
178	Wall Clock (10 inch-round ,Ajanta-office wall clock	Pc		
179	Water Bottle (Milton- 1 Ltr)	Pc		

List of stationery Bankura University

F	OTHER ITEM	Unit	Rate	Remarks
180	White Board (4f x 3f)	Pc		
181	White Board (4f x 6f)	Pc		
182	White Board Duster	Pc		
183	Wireless Bell (Goldmedal)	Pc		
184	Writing Pad	Pc		
185	Envelope Brown (11X5) 100 Pcs Pkt	Pkt		
186	Black Board Duster	Pc		
187	Glass Lid-6 Pcs Pkt	Pkt		