

CE/ADM/08/26/06

Senate House  
Kolkata - 700073  
Dated 23.07.2026



**NOTICE INVITING TENDER FOR**

**ANNUAL MAINTENANCE CONTRACT FOR PAPER CUTTING MACHINE INSTALLED IN  
THE GODOWN SECTION OF THE DEPARTMENT OF CONTROLLER OF EXAMINATIONS**

Sealed tenders are invited by the Department of Controller of Examinations, University of Calcutta for Annual maintenance contract (with spare parts) for the following Paper Cutting Machine.

| Sl. No. | ITEM                                                                                      | NO. OF ITEMS |
|---------|-------------------------------------------------------------------------------------------|--------------|
| 1.      | REKORD – Machine No. 1399012<br><br>Model - MC – 107/42<br><br>Year of Manufacture - 1990 | 1 piece      |

The bidders are to submit (a) Quotations (In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, PAN Card, Latest Income Tax Return, GST Certificate.

The bidders are also requested to submit quotation at lowest basic rate i.e. excluding taxes.

**\* The bidders submitting the tenders must have a Registered office of their own at Kolkata.**

The tenders will be received by the office of the undersigned at 2<sup>nd</sup> floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 within **seven** working days from the date of publication of the notice on all working days from **11 a.m. to 4 p. m.** and the same will be opened on **the very next working day** at **3.30 p.m.** in presence of bidders or their authorized representatives.

The Authority 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 order to the satisfaction of the authority shall lead to cancellation of order.

**Dr. Jayanta Sinha**  
**Controller of Examinations**  
**University of Calcutta**