



CALCUTTA UNIVERSITY PRESS

48, HAZRA ROAD, KOLKATA-700019

NOTICE INVITING QUOTATIONS (FIRST TIME)

Ref No. CUP/WQ/01/2026-2027

Dated: 29/09/2026

Sealed quotations (Offline) are hereby invited by the Department of Calcutta University Press, University of Calcutta for the Financial Year 2026-2027 for the following items:

Name of Work: Binding materials which are used for binding jobs.

Details of the Work :

The following items with specifications given below to be supplied:

Sl No.	Item	Quantity
1.	Fevicol	10 Kg.
2.	Atha	10 Kg.
3.	Canvas Super	30 Mtrs.
4.	Marvel Paper (Super)	06 Reams
5.	Kholar Board – 20Z	06 Reams
6.	Grey Board- 80Z	06 Bundles
7.	Binding Cloth	80 Mtrs.
8.	Full Sheet Board $1\frac{1}{2}$ Pound	05 Bundles
9.	Full Sheet 2 Pound	05 Bundles
10.	Full Sheet $2\frac{1}{2}$ Pound	05 Bundles
11.	Full Sheet 3 Pound	05 Bundles
12.	Thread for Binding (2 Nos.)	10 Pieces
13.	Thread for Binding (10 Nos.)	06 Pieces
14.	Stapler Pin (i) 23/13H (ii) 23/15H (iii) 23/17H (iv) 23/20H (v) 23/24H	05 Pkts. 05 Pkts. 05 Pkts. 05 Pkts. 05 Pkts.
15.	Rexin	30 Mtrs.
16.	Board for Pad (20 Kg. Bundle)	05 Bundles

The Bidders must submit :	1. Quotations (In their company letter head) 2. Quoted Rates should be submitted including GST, Delivery / Transport Cost if any. 3. Self-Attested (with seal) Photo Copies of Credentials, Current and relevant Trade License, PAN Card, GST Certificate etc. 4. Sealed Bid to be submitted into drop box which is kept in the Office of Calcutta University Press, 48, Hazra Road, Kolkata-700019.
Important Dates:	The quotations will be received upto 09/10/2026 on all working days from 11:00 A.M. to 04:00 P.M. and the same will be opened on 12/10/2026 at 03:00 P.M. in office of Calcutta University Press, 48, Hazra Road, Kolkata-700019 in presence of Bidders or their authorized representative.
EMD (Earnest Money Deposit)	A sum of 2% of the quoted amount in the form of CTS demand draft in favour of University of Calcutta payable at Kolkata is to be attached with the Tender as earnest money failing which the tender will be treated cancelled. The earnest money will be returned to unsuccessful tenders on application after issuing of work order to the successful bidder. In case of successful tender the EMD will be returned on application after an equal amount of security deposit (if applicable) is deducted by the University from the running bills. Exemption of EMD: MSME/NSIC. Amount:-Rs. D.D. No..... Dated / /20 Name of Issuing Bank:- Branch :-
NIQ No./Ref. No. should be written on the envelope, otherwise quotation will not be considered as valid.	
For details enquiry contact with undersigned at any working days between 12:00 Noon to 05:00 P.M.	
The Authority reserves the right to accept or reject any quotation without assigning any reason. Parties shall be liable to replace defective or inferior quality articles. Failure to executed order to the satisfaction of the authority shall lead to cancellation of order.	

Bhaka Barua
29.9.26.

Assistant Superintendent
Calcutta University Press