



NOTICE INVITING TENDER FOR ENVELOPE (MANILA) (SIZE - 9"×4")

Sealed tenders are invited by the Department of Controller of Examinations, University of Calcutta for the financial year 2025 – 26 for the following items.

Sl. No.	ITEM SPECIFICATION	QUANTITY
(1)	ENVELOPE (MANILA) (SIZE - 9"×4")	1,50,000 pcs.

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 and GST separately.

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

- (1) The selected vendor for the item must produce a sample of the respective item and get the same approved by the University authority. The vendor will get the job-order only if the sample are approved.
- (2) If the sample approved and the material/ item supplied does not match in all respects, the vendor will be bound to take back the item and no payment may be claimed by the vendor.

The tenders will be received by the Administration Section the office of the undersigned at 2nd floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **04.08.2025** on all working days from **11 a.m. to 4 p. m.** and the same will be opened on **05.08.2025** 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


 24/7/25