



NOTICE INVITING TENDER FOR OFFICE STATIONERY ITEMS

Sealed tenders are invited by the Department of Controller of Examinations, University of Calcutta for the financial year 2026 – 27 for the following items.

Sl. No.	Item Specification	Quantity
1	Cloth-lined Envelope (Inner Cloth) 15 ^{1/2} " x 12"	10,000 pcs.
2	Cloth-lined Envelope (Inner Cloth) 20" x 14"	8,000 pcs.
3	Self-adhesive Printed Tape (2") with Logo, 25 micron, 50mtr. Roll	1000 Roll
4	Detergent (Wheel) 500gm Pkt.	50kg

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 may quote for the item(s) individually in a single letter-head.

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 item No.1 & 2 and get the same approved by the University authority. The vendor will get the job-order only if the sample (s) is/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 bidders submitting the tenders must have a Registered office of their own at Kolkata.**

The quotations will be received by the office of the undersigned at 2nd 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

[Signature]
05.10.26