

Tender Notice No. ADM/CE/30/Tender/21/04

Senate House
Kolkata - 700073
Dated - 21.01.2021



NOTICE INVITING TENDER FOR PRE PRINTED COMPUTER STATIONERY

Sealed tenders are invited by the Department of Controller of Examinations, University of Calcutta for the following items :-

Sr. No.	ITEM SPECIFICATION	QUANTITY
1	Statement of Marks in Single Part with UV Security (with serial number), Paper Size – A - 4, , Printing – Both sides, Paper - Policy Bond 105 GSM (Cut Sheet), Colour - Two Colours in front side and one colour in back side.	2,50,000 pieces
2	Statement of Marks in Single Part with UV Security (with serial number), Paper Size – 15" X 12", , Printing – Both sides, Paper - Policy Bond 105 GSM, Colour - Two Colours in front side and one colour in back side	1,00,000 forms (i.e 2,00,000 pieces marksheets)

The bidders are to submit (a) Quotations (In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, Previous VAT/Sales tax clearance Certificate, PAN Card, Latest Income Tax Return, GST Certificate and (c) sample of items.

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

The tenders will be received by the office of the undersigned at 2nd floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **02.02.2021** on all working days from **11 a.m. to 5 p. m.** and the same will be opened on **03.02.2021** 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.

Controller of Examinations (Acting)
University of Calcutta