

Tender Notice No. ADM/CE/30/Tender/21/06

Senate House  
Kolkata - 700073  
Dated - 16.03.2021



**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 :-

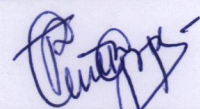
Sl. No.	ITEM SPECIFICATION	QUANTITY
1	Assignment Letter in single Part, Paper Size -15"x12" Printing – both sides, Colour- Single Colour, Paper - <b>80 GSM</b> - <b>For Paper Setter/ Moderator</b>	20,000 Pcs (Twenty thousand)
2	Assignment Letter in single Part, Paper Size -15"x12" Printing – both sides, Colour- Single Colour, Paper - <b>80 GSM</b> - <b>For Head Examiner /Coordinator</b>	10,000 Pcs (Ten thousand)
3	Assignment Letter in single Part, Paper Size -15"x12" Printing – both sides, Colour- Single Colour, Paper - <b>80 GSM</b> - <b>For Examiner</b>	40,000 Pcs (Forty thousand)
4	Assignment Letter in single Part, Paper Size -10"x12" Printing – one side, Colour- Single Colour, Paper - <b>80 GSM</b> - <b>For Scrutineer</b>	10,000Pcs (Ten thousand)
5	Pre-Printed continuous Computer Stationery likely to be EZR in one part With Logo, Paper Size – 10" x 12", Printing – University name at the top(Front Side), Colour –Both Side Pure White, Paper – 80 GSM	20,000 Pcs (Twenty thousand)

The bidders are to submit (a) Quotations ( In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, PAN Card, current 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 2<sup>nd</sup> floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **25.03.2021** on all working days from **11 a.m. to 5 p. m.** and the same will be opened on **26.03.2021** 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**



## UNIVERSITY OF CALCUTTA



Tender Notice No. ADM/CE/30/Tender/21/07

Senate House  
Kolkata - 700073  
Dated 16.03.2021

### NOTICE INVITING TENDER FOR OFFICE STATIONERY

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

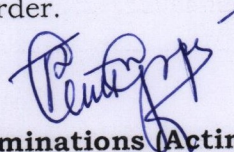
Sl. No.	ITEM SPECIFICATION	QUANTITY
1	Cloth lined envelope Size - 30 cm X 13.5 cm Outer envelope with printing	50,000 Pcs (Fifty thousand)
2	Window envelope (big size) Size - 30 cm X 16 cm with printing	50,000 Pcs (Fifty thousand)

The bidders are to submit (a) Quotations ( In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, PAN Card, current 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 2<sup>nd</sup> floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **25.03.2021** on all working days from **11 a.m. to 5 p. m.** and the same will be opened on **26.03.2021** 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**