



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ - ৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

প্রফেসর প্রদ্যুৎ কুমার ঞাল

নিয়ামক (ভারপ্রাপ্ত)

Prof. Prodyut Kumar Paul

Registrar (Acting)

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ওয়েবসাইট/Website: www.ubkv.ac.in

Ref. No. UBKV/Est. (T&P-02)/04/2024-25

Date: 06/08/2024

NOTICE INVITING QUOTATION (NIQ)

Sealed quotations are being invited from the intending reputed authorized dealers/ experienced vendors for supplying of **Stationery items** as stated below.

Sl. No.	Items	Specifications	Requirement
01	Binder Clip	25 mm, 12 Pcs per Pkt.	10 Pkt.
02	Pen	Make: Cello/Agni/Any other good make Blue Colour	100 Nos.
03	Cloth Duster	Good quality 18"x18"	100 Nos.
04	Correction Pen	Make: Camlin/ Any other good make	25 Nos.
05	Calculator	Make: Orpate/ Any other good make	10 Nos.
06	Fevi Stick	08 Gm, Pedilite Industries ltd.	30 Nos.
07	Highlight Pen	Faber Castell/ Any other good make	20 Nos.
08	Paper Weight	Good quality	10 Nos.
09	Thread Rill	Good quality	20 Rill
10	Photocopier Paper	A4, 75 GSM, Brand: Century Star	300 Ream

- Last date of submission of quotations: **12/08/2024**

Terms & Conditions:

1. Quotations to be submitted with a forwarding letter addressed to The Registrar, UBKV, Pundibari, Cooch Behar.
2. Covers of quotations to be dropped in Specific Tender Box kept at Receipt and Dispatch Section in Registrar Office. UBKV, Pundibari, Cooch Behar.
3. The Bids shall comprise of Self attested Photocopy of the following documents: -
 - i) Valid Trade License, (ii) PAN Card, (iii) P-Tax (iv) Registration Certificate of GST and (v) Dealership / Manufacturing / SSI Certificate /MSME/Authorization Certificate.
4. The Financial Bid comprises of rate of items (F.O.R. destination) per unit including installation charges, incidental charges, extent of discount (as applicable).
5. Rate of applicable GST to be mentioned separately.
6. The Technical Bid and Financial Bid should be submitted in a sealed envelope. The envelope should be **superscripted** on the top with the name of the item and NIQ No. and to be addressed to the Registrar, UBKV, Pundibari, Cooch Behar.
7. The materials should be delivered at site by the Supplier at their own cost and responsibility.
8. The University reserves the right to accept or reject any or all NIQ without giving any reason whatsoever.

Sd/-
Registrar (Actg).