

OFFICE OF THE FINANCE OFFICER  
RAIGANJ UNIVERSITY



CA Sankar Ghorai  
Finance Officer

Mobile : 9775334560  
Fax No. : 03523 242580

Ref. No. F-336/2019

Date 11.09.2019

**NOTICE**

Sealed quotations are invited by the Office of the Finance Officer, Raiganj University, from reputed vendors for procurement of various printing papers for the Department of Controller of Examinations. The printing papers should be branded. The details of paper size, quantities etc. are given below:

Sl. No.	Paper Category	Specification	Quantity
01	Excel Bond A4	100 GSM (500 sheets x 4 rims = 1 pkt.)	10 pkts
02	Pink Colour A4	72 GSM (500 sheets x 5 rims = 1 pkt )	5 pkts.
03	A3 Paper	75 GSM (500 sheets x 5 rims = 1 pkt)	5 pkts
04	Legal size paper	75 GSM (500 sheets x 5 rims = 1 pkt)	1 pkt
05	A4 Paper	75 GSM (500 sheets x 5 rims = 1 pkt)	10 pkts
06	A4 Paper	67 GSM (500 sheets x 10 rims = 1 pkt)	20 pkts

**Documents to be submitted:**

1. Copy of three (03) years Income tax return.
2. Copy of valid PAN card.
3. Copy of GST certificate.
4. Copy of Trade License.

**Terms & Conditions:**

1. University will award the Contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. University also reserves the right to reject any or all the tender, wholly or partially, without assigning any reason thereof.
2. Deduction @5% as security deposit.

Commencement date of Tender: 13.09.2019  
Closing date of Tender: 27.09.2019

[NOTE: All the vendors who submitted the Quotations have to present at the time of opening of Quotations.]

  
Finance Officer  
Raiganj University

**In communication to:**

- a. Registrar, Raiganj University
- b. Controller of Examinations, Raiganj University
- c. Secretary to the Honourable Vice-Chancellor, Raiganj University