

OFFICE OF THE FINANCE OFFICER
RAIGANJ UNIVERSITY



Finance Officer
Raiganj University

Phone : 03523-244055
Fax No. : 03523 242580

Ref. No. *fin-04/26*

Date *12/05/2026*

NOTICE

Sealed quotations are invited by the Office of the Finance Officer, Raiganj University, from reputed vendors for supply of stationery items for the Department of Controller of Examinations. The details of stationery items, quantities etc. are given below:

Sl. No.	Items with Category & Specification	Quantity
1.	Envelope (10" x 4½") (A) (Printed) (Best Quality), Brown colour	5000 nos.
2.	Clothed Envelope (5'x 11') (C) (Printed) (Best Quality)	5000 nos.
3.	Clothed Envelope (12"x6")	3000 nos.
4.	White Envelope (10' x 4½") (Normal Quality)	5000 nos.
5.	Confidential Envelope (12" x 6") (Printed)	6000 nos.
6.	JK MAX A4 (67 GSM) (500 Sheets x 10 Ream)= 1 Pkt	10 Pkts.
7.	Gems Clip (Small), 1pkt = 10 nos.	5 Pkts.
8.	Jute Sutli	3 Kg
9.	Garder (Small & Big)	(1 Kg. + 1 Kg.) 2 Kg
10.	Pencil & Rubber (Nataraj)	3 Pkts
11.	Blue & Red Ball Pen (Agni) (1 Pkt.= 20 Pens)	(Blue 5 Pkts. + Red 10 Pkts.) 10 Pkts.
12.	Arch File	20 Pcs
13.	Cover File (good quality)	50 Pcs
14.	Scissor	10 nos.
15.	Cello Tape (White) (1 Pkt. = 06 Pcs.)	3 Pkts
16.	Binder Clip (Medium) (1 Box =12 Pcs), (Medium & big size)	2 Box
17.	Staff Register	05 pcs.

Completed quotation shall be sent on or before **20.05.2026** to the following address: "To The Finance Officer, Raiganj University, College para, Raiganj, Uttar Dinajpur, 733134".

Documents to be submitted:

1. Copy of valid PAN card.
2. Copy of GST registration certificate.
3. Copy of valid Trade License.
4. Copy of last three years ITR.

Terms & Conditions:

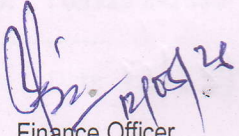
1. University will award the Contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. University also reserves the right to reject any or all the tender, wholly or partially, without assigning any reason thereof.
2. The sealed quotation along with relevant documents should be submit in the drop box or send by Speed Post to the following address: The Finance Officer, Raiganj University, P.O - Raiganj, Dist - Uttar Dinajpur, Pin -733134.

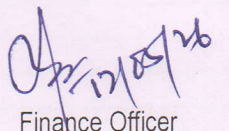
3. Place of Delivery - Controller of Examinations Department, Raiganj University, Raiganj, Uttar Dinajpur.
4. Payment will be made after certification by Deputy Controller of Examinations.
5. Deduction : Statutory deduction (if any).

Commencement date of Tender: 13.05.2026
Closing date of Tender: 20.05.2026

Copy forwarded for kind information to:

- a. Honourable Vice Chancellor, Raiganj University.
- b. Registrar, Raiganj University
- c. Deputy Controller of Examinations, Raiganj University


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