

OFFICE OF THE FINANCE OFFICER  
RAIGANJ UNIVERSITY



Finance Officer  
Raiganj University

Phone : 03523-244055  
Fax No. : 03523 242580

Ref. No. *Fin-03/26*

Date *12/05/2026*

**NOTICE**

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

Sl. No.	Cartridge Model No.	Printer / Photocopier Model No.	Quantity
01	JIL 3211	HP Laser Jet 1020 Plus	10
02	JIL 3234	Image Class MF – 3010	06
03	JIL 3211	HP Laser Jet M1005 MFP	10
04	NPG – 54	Black	01
05	NPG – 67	Black, Magenta, Cyan, Yellow	02 Sets

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 PAN card.
2. Copy of GST certificate.
3. Copy of valid Trade License.
4. Copy of last three year 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
- d. University Website
- e. File copy

*[Signature]* *12/05/26*  
Finance Officer  
Raiganj University  
Finance Officer  
Raiganj University  
Uttar Dinajpur

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