



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 :-

| Sr. No. | ITEM SPECIFICATION | QUANTITY |
|---------|--|---|
| 1 | Statement of Marks in Single Part with UV Security (with serial number), Paper Size – 15” X 12”, Printing – Both sides, Colour - Two Colours in front side and one colour in back side, Paper - Policy Bond 105 GSM, | 75,000 forms (i.e 1,50,000 pieces Marksheet) |
| 2 | Statement of Marks in Single Part with UV Security (with serial number), Paper Size – 10” x 12”, Printing – both sides, Colour - Two Colours in front side and one colour in back Side, Paper - Policy Bond 105 GSM, | 2,00,000 pieces Marksheet |

The bidders are to submit (a) Quotations (In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, PAN Card, Latest Income Tax Return, GST Certificate and (c) sample of items.

The bidders submitting the tenders must have a Registered office of their own at Kolkata.

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 2nd floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **22.09.2021** on all working days from **11 a.m. to 5 p. m.** and the same will be opened on **24.09.2021** 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