



**NOTICE INVITING TENDER FOR
PRE-PRINTED COMPUTER STATIONERIES**

Sealed tenders are invited by the Department of Controller of Examinations, University of Calcutta for the following items :-

Sl. No.	ITEM SPECIFICATION	QUANTITY
1	EZR in One Part with Logo, Paper Size – 15" x 12" Printing – University name & logo at the top, 80 GSM Single Colour	50,000 (Fifty thousand)
2	EZR in Single Part, Paper 80 GSM, Paper Size – 10" x 12" Printing – with University Name and Logo, at the top (Front Side) Colour – Both Side Pure White.	20,000 (Twenty thousand)

The bidders are to submit (a) Quotations (In their company letter-head) (b) Credentials viz., photocopies of current and relevant Trade License, Previous VAT/Sales tax clearance Certificate, PAN Card, Latest Income Tax Return and GST Certificate.

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 1st floor of Darbhanga Building, 87/1 College Street, Kolkata - 700073 up to **10.03.2022** on all working days from **11 a.m. to 4 p. m.** and the same will be opened on **11.03.2022** 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.

Dr. (Sm.) Jayeeta Dutta Gupta
Controller of Examinations (Acting)
University of Calcutta

25/02/22