

# UNIVERSITY OF GOUR BANGA

(Established under West Bengal Act XXVI of 2007)

Mr. Binay Krishna Halder  
Audit Officer & Convener,  
Tender & Purchase Committee.



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**P.O.: Mokdumpur, Dist.: Malda, West Bengal – 732 103**

**Tender Notice No.: T.Q-16/Convocation'17/UGB/T.Q 2016-17**

**Date: 02/03/2017**

## **NOTICE INVITING QUOTATION**

Sealed quotations are invited from the bona fide and authentic parties / supplier having valid trade license to quote their rate (in sealed envelope) for supplying the undermentioned items to meet the demand of the upcoming **CONVOCATION '2017** of the University of Gour Banga.

### **Rates to be charged per items**

Sl. No.	Items	Quantity	Rate to be quoted
1.	Tiffin for Certificate Recipients	1500 Nos.	Per Packet @Rs.
2.	Tiffin for VIP, Media and Security Persons, UGB Teachers & Staffs	700 Nos.	Per Packet @Rs
3.	News Letter	1000 No.Copies	Per Copie @Rs.
4.	Printing on Envelop and others	As per Requirements	
5.	Labour	As per Requirements	Per head per day @ Rs.

### **Terms & Conditions:**

1. The quotations should be made by the vendors in their original letterheads clearly indicating the aforesaid articles in details having valid licence.
2. Taxes shall be deducted as per Govt. norms.
3. Price quoted should be inclusive of all taxes i.e. Sale Tax (VAT/CST), & delivery charges up to UGB.
4. Validity of the quotation will be three months from the closing date of the enquiry.
5. Quotationers must as far as possible, arrange to supply the items within the stipulated time mentioned in the purchase order. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without **notice**.
6. The sealed quotations are to be submitted along with valid Trade License, PAN & VAT Registration Certificate, Income Tax Return documents and credential documents in the office of the Audit Officer from 11 a.m. to 5 p.m. Tender paper should be addressed to: The Convener, Tender and Purchase Committee, University of Gour Banga, Malda – 732103, W.B., India
7. The University of Gour Banga reserves the right to amend or cancel the scope of the job as well as to modify the terms and conditions of the tender.
8. In all cases of disputes, the decision of the University shall be final & binding on you.
9. The date and time of submission of tender paper: From 02/03/2017 to 09/03/2017  
(Within 11:00 am to 5:00 pm, except Sunday and holiday)
10. Date of opening of tender paper: 10/03/2017 at 3p.m.
11. For any queries or information pls contact to the **Controller of Examinations, UGB.**

Sd/

Mr. Binay Krishna Halder.  
Convener  
(T. & P. Committee), UGB.

### **The Copy for information:**

1. The Hon'ble Vice-Chancellor.,UGB.
2. The Registrar, UGB, Malda.
3. The Finance Officer, UGB, Malda.
4. Central Notice Board, UGB, Malda.
5. Controller of Examinations, UGB.
6. University website.