

UNIVERSITY OF GOUR BANGA

Established under the West Bengal Act XXVI of 2007
[Recognized U/S 2(f) & 12(B) of the UGC Act and NAAC accredited University with „B' Grade (2016)]

P.O.: Mokdumpur, District: Malda, West Bengal, PIN- 732 103

*The Joint Convener
Registration Sub-Committee,
5th Regional Science and Technology
Congress-2022, UGB, Malda.*



URL: www.ugb.ac.in

Ref. No.- 06/UGB/5th RSTC/Sub-Committee-22

Date: 16/12/2022

NOTICE INVITING QUOTATION

Sealed Quotations are invited from bonafide persons/suppliers having valid Trade License/ Registration Certificate of incorporation/ Deed of partnership to quote their rate (in sealed envelope) for **Supplying of Following Items/ Materials in Connection with 5th Regional Science and Technology Congress-2022** to be held on 11th and 12th January 2023 at the UGB Campus, University of Gour Banga, Malda, West Bengal, India.

Details of Specification of Items/Materials are as follows:-

Sl. No.	Description of Items.	Required Quantity	Quoted Rate	Quoted Total Amount
1.	Standard Quality leather Cover File (A-4 Size)	350 Nos.		

Terms and Conditions:

1. The quotation should be made by the vendors in their original letter head clearly indicating the aforesaid Materials and rates in details having valid trade license and mentioned the serial Number/NIQ no. and name of work on the top of the envelop.
2. Taxes shall be deducted as per Govt. norms
3. Price quoted should be inclusive of all taxes i.e GST, & delivery charges up to the UGB Campus.
4. Validity of the quotation will be one year from the closing date of the enquiry.
5. Quotationers must as far as possible, arrange to supply the above within the stipulated time to be mentioned in the purchase order after selection. 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/ Certificate of Registration of incorporation/ Deed of partnership, PAN, GST Registration Certificate, Income Tax Return. Balance sheet and P&L Accounts for last two years, credential etc. at the office of the Convener, Tender and Purchase Committee mentioned above from 11 a.m. to 5 p.m.
7. Tender paper should be addressed to: **The Joint Convener, Registration Sub-Committee, 5th Regional Science and Technology Congress-2022, University of Gour Banga, Malda-732103, W.B, India.**
8. The University of Gour Banga reserves the right to amend or cancels the scope of the job as well as to modify the terms and conditions of the tender.
9. In all cases of disputes, the decision of the University Authority shall be final & binding on you and Calcutta High Court is the jurisdiction as per GBU acts.
10. The date and time of submission of tender paper : From 16/12/2022 to 26/12/2022 (Within 11.00 a.m. to 5 p.m. including Sunday and Holiday)
11. Date of opening of tender paper: 27/12/2022 at 2.00 p.m.
12. At the time of opening the tender, the bidders may attend and for any further enquiry please contact at the office of the University Engineer.

Sd/-
The Joint Convener,
Registration Sub-Committee,
5th Regional Science and Technology Congress-2022
University of Gour Banga,
Malda – 732103.

Copy for information to:

1. The Hon'ble Vice Chancellor University of Gour Banga - Chairman.*
2. The Registrar (Addl. Charge) - University of Gour Banga
3. Finance Officer (Addl. Charge), University of Gour Banga - Member.
4. UGB web site (www.ugb.ac.in)
5. Notice Board.

Sd/-
The Joint Convener,
Registration Sub-Committee,
5th Regional Science and Technology Congress-2022
University of Gour Banga,
Malda – 732103.