

**Notice Inviting Quotation**

Ref. No. NIQ/RGU/(CE)R-1246/2018-19

Date. 28.09.2018

**Name of the work :** Sealed quotations (containing both technical and financial bid separately) are invited from the interest vendors for purchase and printing different types of papers, khatas envelops, answer script etc. for the Department of Controller of Examinations at Raiganj University.

**Commencement date of Quotation:** 28.09.2018

**Closing date of Quotation:** 05.10.2018

**For more details please visit :** [www.raiganjuniiversity.ac.in](http://www.raiganjuniiversity.ac.in)

**Registrar  
Raiganj University**

OFFICE OF THE FINANCE OFFICER  
RAIGANJ UNIVERSITY



CA Sankar Ghorai  
Finance Officer

Mobile: 9434444509

Ref. No: RIF-(NIR/RGU/EE)-R-1246/2018-19 Date: 27.09.2018

**QUOTATION NOTICE**

Sealed quotation inviting for purchase of Answer Scripts, Loose Sheets, Envelope, Paper-setting related matters etc. The interested vendor may submit their Technical and Financial Bid documents. Details of specifications of and estimated quantities are as follows:-

| Sl.No | Name of Item  | Quantity                 |
|-------|---|--------------------------|
| 1     | Appointed a Paper Setter                                | Per 1000 Nos.            |
| 2     | Form of Acceptance                                      | Per 1000 Nos.            |
| 3     | Envelope- B 4.2 x 6 ½ Crape                             | Per 1000 Nos.            |
| 4     | Instruction for the Guidance of paper setters           | Per 1000 Nos             |
| 5     | Use a Separate Script for each Half/Group               | Per 1000 Nos.            |
| 6     | Page-2  | Per 1000 Nos.            |
| 7     | Page - 3  | Per 1000 Nos.            |
| 8     | Page - 4  | Per 1000 Nos.            |
| 9     | Envelope - A 9x4 Crape                                  | Per 1000 Nos.            |
| 10    | Envelope - C ( conquest paper with cloth Pasting ) 11x5 | Per 1000 Nos.            |
| 11.   | Form of Declaration                                     | Per 10000 Nos.           |
| 12    | Envelope - 10x4 ½ ( white, 42 kg Maplitho)              | Per 1000 Nos.            |
| 13    | Pad ( By Colour, 100 GSM Executive Bond)                | Per 1000 Nos.            |
| 14    | Loose Sheet for Examination ( 4 page)                   | Per 1000 Nos.            |
| 15    | khata   | Per 1000 Nos.            |
| 16    | Envelope ( Crape Paper)                                 | Per 1000 Nos.            |
| 17    | Pay - in - slip (yellow)                                | Per 1000 Nos.(10 Books)  |
| 18    | Pay-in-slip ( B.com)                                    | Per 1000 Nos. (10 Books) |
| 19    | Pay - in - slip (B.sc)                                  | Per 1000 Nos.(10 Books)  |
| 20    | Application for granting Casual Leave /Duty leave       | Per 1000 Nos. (10 pads)  |

|    |   |                          |
|----|---|--------------------------|
| 21 | Pay – in –slip (B.A General) (Yellow)             | Per 1000 Nos. (10 Books) |
| 22 | Table Calender Special Quality)                   | 300 Copies               |
| 23 | Dairy ( Special Quality)(21.4 kgBalarpur Maplitho | 300 Copies               |
| 24 | Envelope (12 x 6) Crape 32 kg                     | Per 1000 Nos.            |
| 25 | Students Attendance Register 20 Pages (10 Sheet)  | Per 500 nos.             |
| 26 | A4 (only printing)                                | Per 1000 Nos.            |
| 27 | ½ A4 (only printing)                              | Per 2000 Nos.            |
| 28 | ¼ A4 (only printing)                              | Per 4000 Nos.            |
|    |   |                          |

Commencement date of Tender : 28/09/2018  
Closing date of Tender : 05/10/2018  
Quotation opening date:09/10/2018  
Time:11.30 A.M

Enclosed attested Photocopy:

1. Trade Licence.
2. PAN Card.
3. GST Registration Number.
4. Professional Tax Clearing ertificate.
5. Documents in Support of Financial credibility.
6. For experience credibility.

N.B: All the vendors who submitted the quotation have to present at the time of opening.

  
Finance Officer  
Raiganj University