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**OFFICE OF THE
NODAL OFFICER FOR ICAR**
West Bengal University of Animal & Fishery Sciences
68, K. B. Sarani, Kolkata-700 037

No. VCS/WBUAFS/I-18(Pt-III)/110

Date: 24.09.2018

NOTICE INVITING QUOTATION FOR SUPPLY OF OFFICE STATIONERY ITEMS

Sealed quotation are invited from the **Suppliers / Authorized Dealers / reputed Agencies** for the supply of the Office Stationery Items as mentioned below at Belgachia, WBUAFS, Kolkata – 700037.

Sl. No.	Items	Quantity
1	A4 Paper 75GSM (Best Quality)	100 Ream
2	Panasonic KX-FA93 (Fax Roll)	2 Box
3	Channel File	20 Dozen
4	Plastic File Folder (Best Quality)	10 Dozen
5	Ball Pen (Use & Throw) (Blue Colour)	4 Packets
6	Clear Glue Stick (15g)	4 Box
7	Tea Cup with Plate (Medium Size)	30 Pcs.
8	Bleaching Powder (5 Kg Packet) (Best Quality)	2 Packets
9	Hand wash soap liquid (200 ml) (Best Quality)	12 Pcs.
10	Phool Jharu	24 Pcs.
11	Vim Bar (500 g)	12 Pcs.
12	Airwick Freshmatic Refill (250 ml) (Various Flavor)	24 Pcs.
13	Tag File (with printing, flap, tag)	500 Pcs.
14	Harpic Blue (500 ml)	24 Pcs.
15	Visitor Slip of Vice-Chancellor	4000 Pcs
16	Tonner Cannon Image Runner 2422L	4 Pcs.
17	Photopaper (A4 Size)	4 Ream
18	Towel (Big) (Best Quality)	24 Pcs.
19	Towel (Small) (Best Quality)	12 Pcs.
20	Plastic Gems Clip	6 Box
24	Register Book (with Page Number)	12 Pcs.
25	Room Spray (Best Quality)	24 Pcs.
26	Black Hit Spray	12 Pcs.
27	White Phenyl	30 Lt.
28	Charger Torch (Best Quality)	2 Pcs.
29	Knife	6 Pcs.
30	Carbon Paper	1 Pk
31	Paper weight	24 Pcs.
32	Pin, Paper Clip Box	12 Pcs.
33	Water Bottle	24 Pcs.
34	Water Glass	24 Pcs.
35	Stop-O Instant Freshener Refill	12 Pcs.
36	Computer Monitor – 21.5”	1 Pcs.
37	LED Charger Light (Best Quality)	1 Pcs.
38	Extension Cord (with long wire)	6 Pcs.
39	Stick Jharu	12 Pcs
40	Door Mat (Big size)	12 pcs
41	Washing Mop (Best Quality)	12 pcs
42	Lock & Key (medium Size) – 6 level	6 pcs

Contd. to Page 2

Quotation documents should be downloaded from the University website (www.wbuafsc.ac.in). Quotation Notification No, Date of issue, Name of the item and name of the firm are to be clearly mentioned on the envelope.

The last date of submission of duly filled up quotation documents is on **10.10.2018**. The Opening of quotation papers will be held on the same day i.e. **10.10.2018 at 3:00 pm** in the Meeting Room of the University.

Quotation Paper must be supported by:

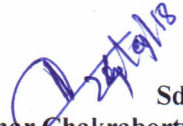
- e) Photocopy of PAN Card.
- f) Valid Trade License
- g) Valid GST Certificate
- h) Credential (if any)

N.B.: Documents (a) to (d) must be duly attested

NOTES:

General:

- Each bidder shall submit only one tender.
- Validity of Rates: Rates shall remain valid for a period of at least 150 days from the last date of Open of the quotation.
- Normal commercial warrantee/ guarantee shall be applicable to the supplied goods.
- All duties, taxes and other levies payable by the supplier/manufacturer under the contract shall be included in the total price.
- The quantity and delivery schedule as stated above are tentative and may vary.
- No tender will be accepted across the table and no such receipt will be issued thereon.
- The bidder must abide by the terms and Conditions as laid down by this University.
- Any further clarification on the technical specifications of the items prior to the submission of quotation, the firms may contact the undersigned.


Sd/-
(Anuj Kumar Chakraborty)
Nodal Officer for ICAR, WBUAFS

No. VCS/WBUAFS/I-18(Pt-III)/110(7)/6

Date: 24.09.2018

Copy forwarded for information to:

- 1) The Registrar, WBUAFS,
- 2) The DREF, WBUAFS
- 3) The Finance Officer, WBUAFS
- 4) The Dean, Faculty of _____
- 5) The In-Charge, CLINS for unloading in the University Website
- 6) Office Copy
- 7) Notice Board


(Anuj Kumar Chakraborty)
Nodal Officer for ICAR, WBUAFS