MURSHIDABAD UNIVERSITY

11, Police Reserve Road (Cantonment Area)
Berhampore,Murshidabad,
West Bengal, Pin- 742101

Website: www.msduniv.ac.in

Phone (Off): -03482-295824
Phone (Off): +91-70748-13298

Email: registrar@msduniv.ac.in

Ref No. MU(R)/17/A/Tender/488/2025 **Date: 03.06.2025**

Notice for Inviting Quotation for quote the rate of the Papers for supply to the Murshidabad University, Berhampore

The University intends to invite rates through sealed quotations from the reputed suppliers, vendors and distributors for the supply of Papers for the official uses at Murshidabad University. The quotation should bear the superscription "**Quotation for quote the rate of the Papers**" and should reach to the Office of the Registrar, Murshidabad University, Berhampore, on all working days up to 4 pm during the period from 03.06.2025 to 09.06.2025. Quotations will be opened on 10.06.2025 at 2 pm in the Office of the Registrar, Murshidabad University.

☞ **Eligibility criterion of participation in the tender:**

- The Bidders must submit the self-attested copies of the following documents:

  i. Valid copy of Trade license.
  ii. PAN Card.
  iii. Registration certificate of GST.
  iv. Credential certificate if any.

☞ **Terms & Condition: -**

1. The quoted rates should include delivery charges and should be inclusive of all taxes.
2. No advance payment will be paid. The 100% NEFT / Cheque payment will be made only after satisfactory installation/delivery of the Papers. The job needs to be done within 07 working days after receiving the work order.
3. The completion of the work needs to be approved by the concerned Offices for the final approval.
4. The authority reserves the right to either accept or reject any bid without assigning any reasons whatsoever and the tenderer shall have no claim/s on this account.
5. After completion of the aforesaid job delivery challan (two copies) and invoice (two copies) need to be produced.

MURSHIDABAD UNIVERSITY Estd-2018 Berhampore (W.B.)

Rajib Mukherjee
REGISTRAR
MURSHIDABAD UNIVERSITY

Registrar
Murshidabad University
Estd-2018

Copy to:
1. Hon'ble Vice-Chancellor, Murshidabad University
2. Finance Officer, Murshidabad University
3. Deputy Registrar, Murshidabad University
4. University Website
5. Guard File

Cont'd – 1/2

The Specifications Are for the Papers:

Sl	Description	Rate (Including GST)
1	J.K. Copier A) A4 (Per Ream)	
2	Xerox Paper A4 (70 G.S.M) best quality (Per Ream)	

MURSHIDABAD UNIVERSITY ★ Estd-2018 ★ Berhampore (W.B.)

Rajib Mukherjee

REGISTRAR
MURSHIDABAD UNIVERSITY

Registrar
Murshidabad University
Estd-2018