MURSHIDABAD UNIVERSITY

1, Sahid Surya Sen Road, Berhampore,
Murshidabad,West Bengal,
Pin- 742101

Website: www.msduniv.ac.in

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

Email: registrar@msduniv.ac.in

Ref No: MU(R)/17/A/Tender/1221(VIII)/25 **Date: 31.12.2025**

Notice: Inviting Quotation for Stationaries, Murshidabad University, Berhampore

The University intends to invite rates through sealed quotations for the supply of the following items for the Stationaries for Freshers Programme, Murshidabad University from interested agencies, parties, suppliers, or distributors. The quotation should bear the superscription **"Quotation for Stationaries"** and should reach to the Office 2 (Room No. 6), Murshidabad University, Berhampore, on all working days up to 4 pm during the period from 31.12.2025 to 06.01.2026. Quotations will be opened on 06.01.2026 at 2.30 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 with the quotation for participating:

  i. Valid copy of Agency Registration.
  ii. The bidder must have completed at least one Similar order for Stationaries.
  iii. PAN Card of Proprietor/Agency.
  iv. Registration certificate of GST
  v. The contractor must not be blacklisted/debarred from bidding by any Government Department, PSU or Autonomous institution, as on date of submission of bids. (Declaration to be submitted on letterhead)

Details of Items/Specifications:

Sl. No.	Specification(s)	Quantity (pcs)
1	File	2100
2	Pen	2100
3	Notepad	2100

✓ **Please submit your quotation for as per our requirements (above mentioned in tabular form) within ₹45,000 (including GST, Installation, and all Charges).**

Terms & Condition: -

1. The quoted rates should include all 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 work for Stationaries. The job needs to be done within 07 working days after receiving the work order. If they fail to complete the work their offer will be rejected without further notice and they will be blacklisted for any work/quotations/tenders/bidding from this University.
3. The completion of the work needs to be finally approved by the offices concerned.
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. The authority reserves the right to withdraw the tender notice anytime without assigning any reasons whatsoever and the bidders shall have no claim/s on this account.
6. The authority reserves the right to discontinue to receive the services under this tender without assigning any reason.
7. 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. University Website
4. Guard File

Rajib Mukherjee
REGISTRAR
MURSHIDABAD UNIVERSITY
Registrar
Murshidabad University
Estd-2018