MURSHIDABAD MAHARAJA KRISHNANATH UNIVERSITY, BERHAMPORE

1, Sahid Surya Sen Road
Berhampore, Murshidabad,West Bengal
Pin- 742101
Website: www.msduniv.ac.in

Mob: +91 7074813298
Land: 03482-295822
Email: office@msduniv.ac.in

OFFICE OF THE REGISTRAR

Ref: MU/TEN/24/2026 **Date: 14.10.2026**

Notice: Inviting Quotation for Supply of Stationary & Other Requirements of Murshidabad Maharaja Krishnanath University, Berhampore

The University intends to invite rates through sealed quotations for the supply of the following items of Murshidabad Maharaja Krishnanath University, Berhampore from interested agencies, parties, suppliers, or distributors. The quotation should bear the superscription **"Supply of Stationary & Other Requirements"** and should reach to the Office 2 (Room No. 6), Murshidabad Maharaja Krishnanath University, Berhampore, on all working days up to 4 pm during the period from 27.10.2026 to 02.11.2026. Quotations will be opened on 03.11.2026 at 2.30 pm in the Office of the Registrar, Murshidabad Maharaja Krishnanath University, Berhampore.

☞ **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 the supply of aforesaid items.
  iii. PAN Card of Proprietor/Agency.
  iv. Registration certificate of GST
  v. The bidder must not be blacklisted 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:

Sl. No.	Item(s)	Rate per pc/box/ream/pkt/bundle
1.	Fevi Gum 200 ml.	/pc
2.	Fevi Gum 100 ml.	/pc
3.	Gala (Good Quality)	/box
4.	Brown Paper	/ream
5.	Stamp Pad Ink (Good Quality) Blue	/pc
6.	Cartridge M1136MFP	/pc
7.	Twin Ball	/box
8.	Triangular Clip (Jems)	/pc
9.	Toner Cannon IR2318L	/pc
10.	A4 Paper (Power) 70GSM	/ream
11.	A4 Paper (Power) 100GSM	/ream
12.	A4 Paper (Power) 65GSM	/ream
13.	Cover File Good Quality & Normal	/pc
14.	Big Stapler (Kangaro)	/pc
15.	Small Stapler (Kangaro)	/pc
16.	Big Stapler Pin	/pc
17.	Small Stapler Pin	/pc
18.	Board File	/pc

19.	Meeting Resolution Register (4No.)	/pc
20.	Meeting Resolution Register (6No.)	/pc
21.	Meeting Resolution Register (8No.)	/pc
22.	Meeting Resolution Register (10No.)	/pc
23.	Car Log Book	/pc
24.	Cup & Plate Set (Lao-Pala)	/set
25.	Spoon (Good Quality)	/pc
26.	Cloth Duster 24 x 24 Size	/pc
27.	Towel Big Size	/pc
28.	Hand Towel (Bombay Dying)	/pc
29.	My Clear Bag (Plastic Packet File)	/pkt
30.	Muriatic Acid	/pc
31.	Swaspan (Induction Support)	/pc
32.	Toner HP LaserJet M1136	/pc
33.	Dettol Hand Wash 215 ml	/pc
34.	Phenyl 1ltr.(White)	/pc
35.	Phenyl 5ltr. (White)	/pc
36.	White Board Marker	/pc
37.	Permanent Marker/ Pencil Marker	/pc
38.	HB Pencil	/pc
39.	Chalk	/pc
40.	White Board Duster	/pc
41.	Black Board Duster	/pc
42.	Broom	/pc
43.	Jharu	/pc
44.	Father Duster	/pc
45.	Room Freshener	/pc
46.	Pen	/pc
47.	Envelop Big	/bundle
48.	Envelop Small	/bundle
49.	Binding Clip Big	/pc
50.	Binding Clip Small	/pc
51.	Naphthalin (Bengal Chemical)	/pkt
52.	Rubber Band (Small & Big)	/pkt
53.	Plastic Tray (Normal)	/pc
54.	Dustbin Plastic (Small & Big)	/pc
55.	Stamp Pad (Small)	/pc
56.	Peon Book	/pc
57.	Highlighter Pen	/pc
58.	Scale (Plastic)	/pc
59.	Whitener	/pc
60.	Colin	/pc
61.	Harpic (Blue)	/pc
62.	Harpic (Red)	/pc
63.	Scissors (Big)	/pc
64.	Scissors (Small)	/pc
65.	Scale (Steel)	/pc
66.	Candle	/pc
67.	Good Knight Oil	/pc
68.	Pen Stand (Normal & Better quality)	/pc
69.	Executive Clip File	/pc



- ✓ **Please submit your quotation item wise rates as per our requirements (above mentioned in tabular form).**
- ✓ **Work Order will be issued to the Item Wise lowest bidder.**

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 supply and installation of the item. The job needs to be done within 07 working days after receiving the work order. If the vendor fails to complete the work within the stipulated time 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 concerned Offices.
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 MAHARAJA KRISHNANATH UNIVERSITY, BERHAMPORE ESTD. 2018 WEST BENGAL

Rajib Mukherjee
REGISTRAR
MURSHIDABAD MAHARAJA
KRISHNANATH UNIVERSITY,
BERHAMPORE
Registrar (Acting)
MURSHIDABAD MAHARAJA
KRISHNANATH UNIVERSITY, BERHAMPORE
ESTD - 2018

Copy to:

1. Hon'ble Vice-Chancellor, Murshidabad Maharaja Krishnanath University, Berhampore
2. Finance Officer, Murshidabad Maharaja Krishnanath University, Berhampore
3. University Website
4. Guard File

Rajib Mukherjee
REGISTRAR
MURSHIDABAD MAHARAJA
KRISHNANATH UNIVERSITY,
BERHAMPORE
Registrar (Acting)
MURSHIDABAD MAHARAJA
KRISHNANATH UNIVERSITY, BERHAMPORE
ESTD - 2018