MURSHIDABAD MAHARAJA KRISHNANATH UNIVERSITY, BERHAMPORE

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OFFICE OF THE REGISTRAR

Ref: MU(R)/17/A/Tender/859/26 **Date: 19.08.2026**

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 21.08.2026 to 31.08.2026 Quotations will be opened on 02.09.2026 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 item.
  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)
1.	Fevi Gum 200 ml.
2.	Fevi Gum 100 ml.
3.	Gala (Good Quality)
4.	Brown Paper
5.	Stamp Pad Ink (Good Quality) Blue
6.	Cartridge M1136MFP
7.	Twin Ball
8.	Triangular Clip (Gems Clip)
9.	Toner Cannon IR2318L
10.	A4 Paper (Power) 70GSM
11.	A4 Paper (Power) 100GSM
12.	A4 Paper (Power) 65GSM
13.	Cover File Good Quality
14.	Cover File Noraml Quality
15.	Big Stapler (Kangaro)
16.	Small Stapler (Kangaro)
17.	Big Stapler Pin
18.	Small Stapler Pin

MURSHIDABAD MAHARAJA KRISHNANATH UNIVERSITY, BERHAMPORE ESTD. 2018 WEST BENGAL

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



✓ **Please submit your quotation rates as per our requirements (above mentioned in tabular form).**

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 of the items. 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
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