

# UNIVERSITY OF NORTH BENGAL

ACCREDITED BY NAAC WITH GRADE A

**Dr. J. Sen**  
Controller of Examinations  
(Officiating)



ENLIGHTENMENT TO PERFECTION

0353-2776365  
0353-2699283  
P.O.: North Bengal University,  
Raja Rammohunpur,  
Dist.: Darjeeling,  
West Bengal, India,  
Pin: 734 013.

Ref. No.: 5308/A/CE-2017

Date: 17/10/2017

## Notice Inviting Quotation

Quotations are invited in the following format for the stationery items and stores as mentioned. The quotations in sealed cover are to be submitted within 17<sup>th</sup> October, 2017 by 5:00 p.m. at the address mentioned below. The sealed quotations shall be opened in the office of the Controller of Examinations, University of North Bengal on 24<sup>th</sup> October, 2017 at 2:30 p.m. The vendor or his representative with proper identity proof may be present at the time of opening the quotations. The quotation should be duly signed with the official seal of the vendor. Quotations submitted without GST / PAN No. shall be summarily rejected.

Yours Sincerely,

*17.10.17*  
Controller of Examinations  
(Officiating)

## Format for Quotation

Name of the Vendor :  
Address :  
Phone No. / Mobile No. :  
GST Registration No. :  
PAN No. :  
Validity period of the quotation :

Sl. No.	Description	Quantity	Rates (Rs.)	Taxes if any	Amount Rate × Qty + Tax(s)
01	Cloth Envelope (8" × 12")	2,500 Pcs.			
02	A (Brown) Envelope (6" × 4")	2,500 Pcs.			
03	B (Brown) Envelope (9" × 4")	5,000 Pcs.			
04	C (Cloth) Envelope (11" × 5")	2,500 Pcs.			

Total Amount (in words) .....

Address for submission of the quotation:  
The Controller of Examinations,  
University of North Bengal,  
P.O.: North Bengal University,  
Dist.: Darjeeling, Pin: 734 013.

Copy to:

- 1) Notice Board of the University of North Bengal
- 2) Notice Board of the office of the Examination Branch

Signature of the Vendor  
(with official seal)