



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়

RABINDRANATH THAKUR VISHWAVIDYALAYA

(A STATE GOVT. UNIVERSITY RECOGNISED UNDER 2(F) OF UCA)

Hojai-782435, Assam, India

Website: rtuassam.ac.in; email – rabindranathtagoreuniversity@gmail.com, rturegistrar0@gmail.com



Ref. No. RTU/REG/TENDER/2025/1005

Date: 23/06/2026

SNIT FOR PROVIDING MATERIALS FOR OFFICIAL PURPOSE

Sealed tenders are hereby invited from reputed, registered, and eligible suppliers/firms for the supply of materials for official purpose to the undersigned office as per the details given below.

SI. No.	Notice No :	Particulars
1.	122/2026	Notice inviting tender for office materials for Rabindranath Thakur Vishwavidyalaya, Hojai, Assam

The details can be found in the RTU website www.rtuassam.ac.in.

Last date of submission of tender is 08/07/2026 before 5 P.M

(Dr. SandipRatna)

Registrar i/c

Rabindranath Thakur Vishwavidyalaya,

Hojai (Assam)

Registrar i/c

Rabindranath Thakur Vishwavidyalaya,

Hojai (Assam)

Memo No. RTU/REG/TENDER/2025/1005 (A)

Date: 23/06/2026

Copy to:-

1. The P.S. to VC, for his kind appraisal to Hon'ble VC Sir of RTU.
2. Finance Officer i/c, RTU for information Please.
3. Accountant, RTU for information.
4. RTU website.
5. Office file.

(Dr. SandipRatna)

Registrar i/c

Rabindranath Thakur Vishwavidyalaya,

Hojai (Assam)

যত্ন বিশ্বম্ ভবত্যেক নীড়ম্



ৰবীন্দ্রনাথ ঠাকুর বিশ্ববিদ্যালয়
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Ref. No. RTU/REG/TENDER/2025/1005

Date: 29/06/2026

1.	Last date of Quotation submission	08/07/2026
2.	Website	www.rtuassam.ac.in
3.	Place of Bid Submission and Opening	Office of The Registrar, Rabindranath Thakur Vishwavidyalaya, (RTU), Hojai, Assam - 782435. 90 Days Within 7 Days
4.	Quotation Validity	90 Days
5.	Delivery Completion Period	Within 7 Days
6.	Tender Opening	09/07/2026
7.	Application Fee	Rs. 500 (Non-Refundable) in form of DD to Rabindranath Thakur Vishwavidyalaya, Hojai

For further details, visit "www.rtuassam.ac.in". All are requested to attend on the day of tender opening. Any further clarification including corrigendum, amendments, time extension, etc. to the above tender will be posted in the website only. Bidders should therefore regularly visit the webpage.

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29/6/26
Registrar I/c
Rabindranath Thakur Vishwavidyalaya
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Date: 29/06/2026

SL. No.	Details
1.	Due Date: The tender has to be submitted on or before the last date. Quotations received after the last date and time will not be considered.
2.	Preparation of Bid: The offer/bid should be submitted in one bid systems (i.e.) financial bid. <ul style="list-style-type: none">Financial bid should indicate item wise price for the items mentioned in the list.
3.	Opening of the tender: The Quotations will be opened by the Tender Opening committee. In the event of the due date of receipt and opening of the tender being declared as a holiday/lockdown for the University, then the due date of receipt/opening of tender will be notified on the website.
4.	Acceptance/ Rejection of bids: The University reserves the right to reject any or all offers without assigning any reason. The University may adopt other criteria for disqualification of a bidder as it may consider appropriate. Such Criteria may include the following: - <ul style="list-style-type: none">a) Failure of any Bidder (s) to provide all of the information /documents required in the bid proposal or any additional information /documents as sought by the University including supporting documents.b) Non receipt of Bid proposal on or before due date and timec) Misrepresentation in the Bid proposald) Non-payment of Application Fee, EMD.
5.	Pre-qualification criteria: The tenderers are requested to read the tender document carefully and ensure to comply with all the instruction herein. Non-compliance of the instructions contained in this document may disqualify the tenderer from the tendering exercise. <ul style="list-style-type: none">Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents, conditional bid etc. may lead to rejection of the bid.Tenderer should have its base in Assam and trading experience since last 2-3 Years.The bidder should quote for all the items in the tender as a package only. The comparative statement will be made as a package only. Bidder who doesn't quote for all the items as per the given Tender Specifications are subject to be disqualified. Optional tender will not be accepted.The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India.

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6.	Delivery: Delivery of the goods should be made within a maximum of 15 days from the date of receiving the Purchase Order.
7.	Delayed delivery: If the delivery is not made within the due date for any reason, the University will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.
8.	Prices: The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the RTU, as applicable. However, the percentage of taxes & duties shall be clearly indicated. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
9.	Governing Language: The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.
10.	Payment: 100% payment shall be made by the University against delivery, inspection, commissioning and acceptance of the equipment at University in good condition and to the entire satisfaction of the University.
11.	University Website: The University may issue notification regarding the tender for time extension, corrigendum, amendments etc. and such notification will be posted on website only. Bidders are requested to keep visiting the website www.rtuassam.ac.in for any such notification till the tender process is complete.
12.	Validity: Quoted rates must be valid for a period of 90 days from the date of closing of the tender. The overall offer for the assignment and tenderer quoted price shall remain unchanged during the period of validity. If the tenderer has quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the tenderer withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected and if any earnest money deposited shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.
14.	Termination: In the event the University is not satisfied with the work done by the Vendor, The University shall give immediate notice in writing to rectify the defects and/ or to complete the work. If the University is not satisfied with reply of aforesaid notice, The University can terminate this Agreement and the Vendor shall be liable to pay damages which shall be calculated by the University or professional expert of the University

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DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 14. This is also certified that I/We/our Supplier firm/Authorized Dealer have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Address:

Name:

Designation:

On behalf of:
(Company Seal)

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Date: 28/06/2026



Sl.No.	Particulars	Qty
1	A4 Paper (J.K. 70 GSM)	40 Pkt's
2	FS Paper	12 Pkt's
3	Brown Paper (Medium) Per piece	300 pc's
4	Glow Stick Per piece	20 pc's
5	Wooden Pencil	10 Pkt's
6	Stapler Pin (Big)	20 Pkt's
7	Box File (No. 556 Blue Color)	50 Pc's
8	Rubber Band – Per Kg	03 Kg
9	Cello Tape Brown (Big)	02 Bundle
10	Cello Tape White (Big)	01 Bundle
11	Lac – Pkt.	30 Pkt's
12	Scale (Steel) – Pkt.	10 Pc's
13	Ball Thread – Per Box	30 Box
14	Cotton Thread– Per Roll	03 Pc's
15	Candle (Medium) – Per Pkt.	05 Pkt's
16	Chalk Pencil (Per Carton)	04 Carton
17	Envelope 12" × 6" – Per Piece	3000 Pc's
18	Envelope 12" × 10" – Per Piece	3000 Pc's
19	Envelope 16" × 12" – Per Piece	2000 Pc's
20	Envelope 14" × 18" – Per Piece	1000 Pc's
21	Lock Medium	40 Pc's
22	Phenyl (Black)	150 Bttl.
23	Phenyl (White)	100 Bttl.
24	Harpic Big Size	230 Bttl.
25	Room Freshener	60 Bttl.
26	Coconut Broom	20 Pcs
27	Broom	20 pcs
28	Gloves	10 pcs
29	Wiper	10pcs

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30	Floor Mop	10 pcs
31	Room Dustbin	50 Pcs
32	Dustpan	15 pcs
33	Iron Powder	5kgs
34	Hand Wash	40 bttl
35	J.K Copier A4 Xerox	200 pkts
36	F.S paper	2pkts
37	Register No. 04	100 pcs
38	Register No. 06	100 pcs
39	Register No.08	100 pcs
40	Register No.10	50 pcs
41	Register No.12	10pcs
42	Chalk Pencil	2 Cartoons
43	Duster Black Board	150 nos
44	Duster White Board	100 nos
45	Marker pen White Board	400 pcs
46	Marker pen permanent	30pcs
47	Marker pen ink BLACK	50 Nos
48	Marker pen ink BLUE	50 Nos
49	Marker Pen Black	25 Nos
50	Marker Pen Blue	25 Nos
51	Ball Pen Blue	50Pcs
52	Ball Pen Red	50pcs
53	Sticky Notes	20 Pkts
54	Cutter	20 Nos
55	Scissor Medium Size	20 Nos
56	Service Book	100 Pcs
57	Canon Ink 790	15 Nos
58	Cannon NPG -59 Toner Black Ink	02 Nos
59	Computer Cartridge	01 Nos
60	Epson Ink 003	15 Nos
61	Cover File	100 Pcs
62	Board File	10 Nos

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63	Box File Big Size	10 Nos
64	Box File	100Nos
65	Stamp Pad Small	20 Nos
66	Stamp pad Big	10Nos
67	Stamp Pad Ink	5 Bttl.
68	Correction Pen	40 Nos
69	Rubber Band	3 pkts
70	Colin Glass	20 Nos
71	Single Punch	10Nos
72	Double Punch	10 Nos
73	Staple Machine 10 no.	30 Nos
74	Staple Machine Big Size	5 Nos
75	Staple Pin 10 No	200 pcs
76	Pencil Battery Big sing for Clock	100 Nos
77	Pencil Battery Small for AC Remote	70 Nos
78	Knife	10 Nos
79	Alpin	10 Nos
80	Cello Tap Big Size White	05 Nos
81	Jems Clip Still	40 Pkts
82	Brown Paper	300 Pcs
83	Gum 500 ML	6 Nos
84	Selling Wax	10 Nos
85	Thread Ball	40 Nos
86	Cotton Thread	2 Nos
87	Plastic Rope	12 Pcs
88	Orbit Mug 1.5 Ltr.	10 Pcs
89	Bucket Small 10 Ltr.	20 Pcs
90	Toilet Brush	10 Nos
91	Glue Stick	50 Nos
92	Note Sheet	50 Pkt's
93	Board File (RTU Logo)	300 pc's
94	Ceiling Cleaning Mop (Adjustable)	10 Pc's
95	Log Book	50 Nos

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