



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়  
পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫  
UTTAR BANGA KRISHI VISWAVIDYALAYA  
P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

প্রফেসর আভাস কুমার সিনহা

নিয়ামক (ভারপ্রাপ্ত)

Prof. Abhas Kumar Sinha

Registrar (Acting)

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Ref. No. UBKV/Est. (T&P-02)/04/2026-27

Date: 19/06/2026

**Notice Inviting Quotations (NIQ)**

Sealed Quotations are being invited under two bid system viz, Part-I Technical Bid and Part-II Financial Bid from authorized dealers/reputed agencies for Supplying of below stated **Stationery items**:

Sl. No.	Description	Size/Specification	Quantity required
01	Peon Book	100 Pages, Oxford Brand	50 Nos.
02	Binding Register	20 No. Oxford Brand	20 Pcs.
03	Calculator	Orpat OT-1600 T	10 Pcs.
04	Lead Pencil	Apsara Brand	40 Nos.

- Last date of submission of quotations: 25/06/2026

**Terms & Conditions:**

1. Quotations to be submitted with a forwarding letter addressed to The Registrar, UBKV, Pundibari, Cooch Behar.
2. Covers of quotations to be dropped in the Specific Tender Box kept at Receipt and Dispatch Section in Registrar Office. UBKV, Pundibari, Cooch Behar.
3. The Bids shall comprise of Self attested Photocopy of the following documents: -  
i) Valid Trade License (ii) PAN Card (AADHAR Linked) (iii) P-Tax  
(iv) Registration Certificate of GST (v) Dealership / Manufacturing / SSI Certificate /Authorization Certificate if any.
4. The Financial Bid comprises of rate of items (F.O.R. destination) per unit including extent of discount (if applicable).
5. Rate of applicable GST to be mentioned separately.
6. The Technical Bid and Financial Bid should be submitted in a sealed envelope. The envelope should be **superscripted** on the top with the name of the item and NIQ No. and to be addressed to the Registrar, UBKV, Pundibari, Cooch Behar.
7. The materials should be delivered at site by the Supplier at their own cost and responsibility.
8. The University reserves the right to accept or reject any or all NIQ without giving any reason whatsoever.

Sd/-  
Registrar (Actg)