



**Finance Department
The University Of Burdwan
Rajbati, Burdwan – 713104**

Notice Inviting Tender for Supply of Silver Mementos

Tender No:-BU/fin/sect/ten/silver mementos/2024/104

Date-21.06.24

Sealed quotations(with sample) are hereby invited from the competent bonafide resourceful vendors for supplying of the following items as mentioned below for B.U. (to be delivered at Finance Department of The University of Burdwan) to be submitted at Finance Department, The University of Burdwan, Golden Jubilee Building ,Rajbati.

Sl.	Item Description
1.	Memento diameter 3.5” with affixed coloured name plate setting (with minimum 35 gram silver) Upper Limit Of Each Memento Is Rs.5000.00 (It must include cost of Silver /Making charge / Etching charge , fancy Acrylic Box and any other taxes) including supply at the B.U. Campus. (Sample version is available with the concerned Section in the Finance Department for look and feel)

Detailed Specification

Terms and Conditions:-

- Rates quoted should be valid for acceptance for at least one year from the date of submission to the office of the university.
- The materials should be of 22 ct silver.
- The University reserves the right to select the brand at its own discretion.
- The University is not bound to accept the lowest rate and reserve the right to accept or reject any or all the quotation without assigning any reason whatsoever.
- The University will not accept any substandard articles under any circumstances certificates of the concerned departmental head on the challan and bill as to supply as per specification has to be obtained.
- The supplier shall be liable to such penalties as the university may decide in case of failure on the part of supplier to complete the supply of all the items within such period as maybe specified in the supply order.
- The supplier shall submit GST bills in printed form, in triplicate duly completed in all respects.
- Payment due to the supplier will be made through the NEFT direct to the party bank account.
- GST registration must be submitted along with the quotation.
- All taxes and other charges must be mentioned clearly.



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- The vendors must submit up to date documents relating to (a) GST (b) Trade License (c) P.Tax (d) Income Tax.
- The University reserves the right to increase/decrease the quantity to be purchased.
- Quotation name/number/date should be mentioned on top of the envelope.
- The quotations must be submitted to: Finance Officer, Finance Department, Burdwan University, Golden Jubilee Building ,(3rd Floor) ,Rajbati, Burdwan.
- **The last date of submission of the quotation is 01.07-.24 .at 12.00 pm.**

Finance Officer