



# KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.  
Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal  
Website: [www.knu.ac.in](http://www.knu.ac.in)

Ref.No: FO/1673/KNU/22

Date:21.09.2022

## TENDER NOTICE FOR BINDING OF VOUCHER BOOKS

Kazi Nazrul University invites Expression of Interest from GST registered & reputed suppliers /vendor for **Binding of Voucher Books**, at the Finance Department, Kazi Nazrul University, Asansol. Interested suppliers/vendors are requested to submit their lowest possible quotation in a SEALED ENVELOP with our REF. NO. and DATE duly superscribed on the COVER and on the face of the offer letter addressed to "The Finance Officer, Kazi Nazrul University, Nazrul Road, Kalla More, P.O. - Kalla C. H., Asansol-713340, Dist. - Paschim Bardhaman, West Bengal subject to the TERMS AND CONDITIONS outlined below.

Last date of submission of the completed application form either by hand or by post is on 29.09.2022 at 4.00 p. m.

Sl. No	Description of items	Qty (Approx)	Unit Price	GST	Total Price
1	Binding of vouchers of A4 Size (Cloth binding with hardboard bound. Side nameplate on each booklet)	Approx. 500 voucher books to be bonded			

For any query please contact fo@knu.ac.in or visit the Finance Department, KNU from 2pm to 4.30 pm on weekdays on or before 28.09.2022.

Sd/-  
Finance Officer

### Terms and Conditions:

1. The work will be executed to the satisfaction of the Finance Department, KNU, Asansol.
2. Quotations cannot be CORRECTED after submission.
3. Intending Tenderers/Quotation must attach self-attested copy of **PAN Card, GST Registration Certificate, Valid Trade License, P. Tax**, etc. along with his/her application.
4. The tenderers will not be entitled to ask for any further information other than whether their tenders have been received or not.
5. The University does not bind itself to accept the lowest or any tender or assign any reason



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for non-acceptance.

6. If any tenderer proposes to charge GST or any other charge, in addition to his quoted rates this fact should be stated specifically in his quotation. In the absence of such statement, the rate quoted will be deemed to be inclusive of GST & all other charges.
7. Deduction of all taxes as per norms for each Bill/Invoice shall be made by the Authority at the time of payment.
8. IN ALL CASES OF DISPUTES, THE DECISION OF THE UNIVERSITY SHALL BE FINAL & BINDING ON YOU.
9. Payment of bills will be made by electronic payment (NEFT) only after the successful completion of the work. There is no provision for making advance payments to the Suppliers/ Vendors.
10. The University reserves the right to accept or reject any application. The decision of the University is final.

