



**NETAJI SUBHAS OPEN UNIVERSITY**  
**EXAMINATION DEPARTMENT**

134/1, Meghnad Saha Sarani Kolkata-700029

☎: 2463-0292; Fax: 2463-0293

Memo No.

COE/20/19

Date: 03.09.2019

**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited from the reputed Vendors super scribing the envelope as 'Quotation against Item No. .... & Notice No..... dated .....' for the following items/jobs:

SI No.	ITEM/JOB DESCRIPTION	SPECIFICATION/S	REMARKS
1	Toner cartridge	For Photocopier [Xerox WorkCentre 5325] with buy back of empty 3 cartridges	3 Nos.
2	Drum Cartridge	For Photocopier [Xerox WorkCentre 5325] with buy back of empty 1 cartridge	3 Nos.
3	Fuser Assembly/Module for Xerox WorkCentre 5325	For Photocopier [Xerox WorkCentre 5325]	1 No.

Photocopy of Trade license, PAN No., GST No., Govt. License as applicable is to be provided with the quotation without which quotation will be invalid. University reserves the right to cancel this notice for calling quotations without assigning any reason.

Last date for submission of Quotation

: 12.09.2019 till 4:00 P.M.

Date of opening of Quotations

: To be notify in due course

*[Handwritten Signature]*  
03/9/19

.....  
Controller of Examinations (Acting)

*[Handwritten Signature]*  
3/9/19



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SI No.	ITEM/JOB DESCRIPTION	SPECIFICATION/S	REMARKS
1	Top Sheet cum DR for PG Examinations	Size : 15"x12"x3 part Top Sheet 60 GSM, Paper 1 <sup>st</sup> and 2 <sup>nd</sup> part Front side single colour 3 <sup>rd</sup> part front side two colour Printing as per Specimen.	10000 Nos.
2	Top Sheet cum DR for BLIS Examinations	Size : 15"x12"x3 part Top Sheet 60 GSM, Paper 1 <sup>st</sup> and 2 <sup>nd</sup> part Front side single colour 3 <sup>rd</sup> part front side two colour Printing as per Specimen.	5000 Nos.

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1	Disposal of scrap materials	<u>As is where is basis</u> (Contains broken wooden items, broken Plastic/PVC items, waste papers, broken & rusted Iron items, broken Ceramic items, damaged Electrical & electronic items, empty toner cartridge, broken Drinking water dispenser etc.)	Date of Physical Inspection of the Items is 06.09.2019 from 12:00 noon to 03:00 P.M.

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*Saha*  
3/9/19

*[Signature]*  
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SI No.	ITEM/JOB DESCRIPTION	SPECIFICATION/S	REMARKS
1	All-in-One colour inkjet multipurpose Printer	Epson L- 6170 [with ADF]	1 No.

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1	3D Acrylic Letter Sign Board [20' x 3.6'] with installation	3D Letter Board [20' x 3'6"] & as follows	-

1. Iron square hollow bar (1.5"/ 1" - 3/20 guage) will be welded and pasted to attach with the wall with flust nut.
2. The mentioned cage will be covered by ACP (exterior, Aludacor, Blue) with router cutting and self drilling screw.
3. The size of the LOGO will be White and according to the design (it will be 2", 3d from the ACP and the material will be acrylic).
4. "NETAJI SHUBASH OPEN UNIVERSITY" will be written [1'4"(H)x17'6"(W)x 4"(D)] in white and the material to be used is acrylic.
5. "Examination Department, website- www.wbnsou.ac.in "will be written [8"(H)/16'2"(W)/3"(D)] in white and the material to be used is acrylic.
6. "134/1 Meghnad Saha Sarani Kolkata 700029" "will be written [7"(H)/15'4"(W)/2"(D)] in white and the material to be used is acrylic.

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