



**VIDYASAGAR UNIVERSITY**  
**Office of the Finance Officer**  
MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Ref. No. VU/FO/1261 /25

Dated- 18.02.2025

**Notice of Enlistment**

Sealed Applications are invited from the reputed Suppliers/Vendors for empanelment of their names at Vidyasagar University, for supply of “**Stationary and Office Materials**”. The empanelment will remain valid for 3 years:

Interested Suppliers/Vendors may submit application in **prescribed format**, available in the website addressed to the Finance Officer. Such form be filled along with documents sought for, including nonrefundable ‘application fees’ of Rs. 1500/- (One thousand five hundred) only in the mode of Demand Draft drawn in favour of ‘Vidyasagar University’ payable at Midnapore.

The last date of submission of the same either by person or by post addressed to the Finance Officer is **04.03.2025 within 5:00 p.m.**

**Suppliers/ Vendors/ Firms who have applied earlier against tender no. VU/FO/1021/24 dated 27.11.24 need not apply again for this tender.**

The University reserves the right to accept or reject any application and the decision of Authority is final & binding.

**Finance Officer**

Fax : (91) 03222 – 275329/275297/263206

Email : [Vidya295@mail.vidyasagar.ac.in](mailto:Vidya295@mail.vidyasagar.ac.in) // Website : <http://www.vidyasagar.ac.in>



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**APPLICATION FORM**

**FOR SUPPLY OF "STATIONARY & OFFICE MATERIALS"**

1A	Name of the Supplier/Vendor	:	
1B	Address	:	
2A	Name of Proprietor/ Owner/Partner to deal with	:	
2B	Name of the authorized person other than at (2A), if any	:	
3	Contact No. and e-mail id	:	
4	Valid trade license details ( to enclose a photocopy)	:	
5	Details of expertise in the area of enlistment applied at least 3 years (to enclose credentials)	:	
6	Details of latest IT return ( to enclose a photocopy)	:	
7	PAN number of the Vendor/Supplier ( to enclose a photocopy)	:	
8	Professional Tax and other statutory Registrations ( to enclose a photocopy)	:	
9	Details of valid GST number (to enclose a photocopy)	:	
10	Details of application fees of Rs. 1500/- (Original Demand Draft to enclose)	:	

I certify that the information furnished above is true and correct.

Date:

Place:

**Full signature of the Applicant**  
**with stamp of the Firm/Company**

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