MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

(Formerly, WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus: Haringhata, Nadia, West Bengal

Kolkata Office: BF-142, Sector -I, Salt Lake City, Kolkata -700 064

Phone: +91 33 2321-0731, 2321-1327 # Fax: +91 33 2321-7578, 2334-1034

NOTICE

Tender Notice: MAKAUT-WB/2026-27/CONVOCATION-FILE/001 **Date: 22-07-2026**

Notice for inviting quotations for supply of Plastic File Cover for the 11th Convocation Ceremony of MAKAUT, W.B. to be held on 07th August 2026 (Friday)of MAKAUT-WB at the Haringhata Campus of the University.

Important Dates:

Sl. No.	*Particulars*	*Publishing date(s)*
1.	Date of N.I.T. and Tender Documents (Starting)	**22-07-2026**
2.	Bid Submission Starting Date	**22-07-2026**
3.	Bid Submission Closing Date (offline)	**29-07-2026**
4.	Technical & Financial Bid Opening Date	**To be notified**

TECHNICAL SPECIFICATIONS OF THE ITEM

Sl. No.	Item	Description
1	**PlasticFile**	**The details of items to be supplied is given in Annexure-1.**

General Conditions:

1. The Bidder should be a registered firm under prevailing rules having an office in West Bengal, preferably in Kolkata and will provide essential registration numbers like TIN, GST, PAN/TAN etc.
2. The University reserves the right to accept or reject any tender without showing any reason.
3. Vendors should submit the following tender documents, otherwise the Tender are to be treated as incomplete Tenders incomplete will be rejected.
4. Subcontracting in any form will not be allowed by the University.
5. All legal disputes shall be subject to the jurisdiction of Calcutta High Court.
6. Sealed quotation to be submitted/ delivered into TENDER Box of Purchase Section, within 17:00 hours on 29th July, 2026 at the address mentioned below -
   Maulana Abul Kalam Azad University of Technology, West Bengal, Ward No.08, Post Simhat, P.S.- Haringhata, Nadia - 741249.
7. Any dispute which may arise between the parties hereto in respect of this AGREEMENT shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable.

I. Cover containing the following documents:

Sl. No.	*Category*	*Sub-Category*	*Sub-Category Description*
A.	Certificates	Certificates	Trade License (Latest) PAN Card GST Registration Certificate MSME Certificate Others (as available)

22/7/26.

-Sd./-
Asst Registrar,
MAKAUT, W.B

AR 22/07/2026

(Anup Kumar Mukherjee)
Assistant Registrar
Maulana Abul Kalam Azad University
Of Technology, West Bengal
(Formerly Known as West Bengal University of Technology)
Haringhata, Nadia - 741249

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Annexure-1

- **Item Description:** Premium quality plastic file/document folder customized for the Convocation ceremony of Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT, W.B.).
- **Primary Purpose:** Secure storage and presentation of degree certificates, transcripts, and convocation documents for graduating students.
- **Material:** Heavy-duty, virgin-grade Polypropylene (PP) / PVC sheet.
- **Thickness:** Standard/Executive Grade: Minimum 0.50 mm to 0.70 mm (500–700 microns) to ensure rigidity, durability, and prevention of document bending.
- **Texture/Finish:** Matte, frosted, or super-clear glossy finish (as per institutional preference; frosted semi-matte preferred for a professional corporate look).
- **Color:** University standard or designated institutional color (typically Navy Blue, Maroon, or Jet Black).
- **Size:** Legal / A4 Size compatible (approx. 31 cm × 23 cm or tailored slightly larger to comfortably hold standard certificate dimensions without edge folding).
- **Closure Type:** Button closure (press-stud/snap button with a sturdy plastic flap) OR L-shape / U-shape envelope style with thumb cutout (as per specific tender/sample requirement).
- **Internal Pocket Configuration:** Single or multi-compartment configuration to separate the main degree certificate from accompanying inserts (e.g., pledge sheet, programme guide). Optional business card / ID card transparent pocket on the inner flap.
- **Placement:** University Logo prominently printed on the front center or upper center of the file cover.
- **Printing Technology:** Screen printing, UV digital printing, or hot-foil stamping (Gold or Silver foil finish for an elegant convocation aesthetic).
- **Branding Elements:** Official MAKAUT, W.B. Logo. Institution Name (Maulana Abul Kalam Azad University of Technology, West Bengal) and/or 'Convocation' text with the passing year beneath the logo, printed in high-opacity white, gold, or university-aligned corporate colors.
- **Durability of Print:** Scratch-resistant, smudge-proof, and waterproof ink formulation to prevent fading or peeling over time.
- **Edge Sealing:** Ultrasonic heat-sealed edges to prevent splitting or fraying along the borders.
- **Environmental Standard:** Non-toxic, eco-friendly recyclable plastic material.
- **Sample Approval:** Final bulk production subject to physical sample approval by the University Purchase Section / Competent Authority prior to dispatch.

Rate to be quoted in this format

Sl. No.	Item/Job	Quantity	Item Rate(Rs.)	Item Value (Rs.)
1.	Plastic File cover	600		
Item Value (excl. GST)				
Add: GST @ .....%				
Grand Total (incl. all)				

Note:

✓ ***The price of each individual item should be quoted separately in a single row as per the format above***

24/7/26.

-Sd./-
Asst. Registrar
MAKAUT, W.B 22/07/2026
(Anup Kumar Mukherjee)
Assistant Registrar
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