

NOTICE INVITING QUOTIATION - 1

Sealed quotations are hereby invited from the reliable & resourceful suppliers for supply of the following stationary goods to the Department of Sports, Government of West Bengal.

The intending participants should quote their rate/unit separately for each item in their letter pad. Quotation required be dropped in the Tender Box, placed at the Department, within 2:30 p.m on 25rd May, 2016 and the same will be opened by 3:00 p.m on the said day i.e on 25.05.2016. The following terms and conditions will be considered as part of the supply.

Terms & Conditions:

1. The supplier will supply the materials at the Department of Sports having its Office at Block "C". 4th Floor, New Secretariat Building, 1, Kiran Sankar Roy Road, Kolkata – 700001. No extra transportation charge will be given.
2. The rate quoted by the suppliers should be inclusive of all costs and taxes including carrying cost, tax and other costs as applicable.
3. No claim for damage/pilferage would be entertained by the Department.
4. I.Tax/VAT certificates etc. to be submitted along with the quotation.
5. Payment will be made on submission of bill in duplicate to this Department.
6. The period of contract will be one year. The Department reserves the right to cancel the contract without assigning any reason whatsoever.
7. The Department does not bind itself to accept the lowest bid and also can reject any quotation without showing any reason whatsoever.
8. The Department reserves the rights to accept or reject any part of the quotation or in full without assigning any reason whatsoever.
9. The supplier will be obliged to supply the Stationeries within 24(Twenty four) hours as per the instruction by the Department on emergency basis.
10. The quotation will have to be dropped in the Tender Box in this Office within stipulated time.
11. Sample and format may kindly be verified from this Department before furnishing any rates.

Sl. No.	List of Articles	Approximately yearly requirement (in number/unit)
01.	Cash Book 200 pages (as per format) (Bound)	01 pc
02.	File Register (Bound) (as per format)	15 pcs
03.	Pen for staff (around Rs.45.00 each)	70 pcs.
04.	File Index (Bound) (as per format) Register	05pcs.
05.	Cloth backed Envelop (U-1 paper size)	100 pcs
06.	Stapler pin box (small size)	50 Boxes
07.	Rubber Band (color) (large) (fresh)	05 pkt
08.	Nylon Tag (color)	2500 pcs
09.	Pen-Drive with cap .class-10,16 G.B. (H.P/ Sandisk/ A-Data/ Transcend)	10 pcs
10.	Umbrella (folding) for staff (2 fold)(branded)	02 pcs
11.	Bags for carrying files for staff	02 pcs
12.	Padlocks for drawers (small)	20 pcs

Sd -


Deputy Secretary to the
Government of West Bengal.

No. 466 - SP/IO-3/2014(Pt-II).

Copy forwarded with a request for wide publicity to:-

Kolkata, the 6th May, 2016.

1. Notice Board of the Department.
2. Website of this Department.


Deputy Secretary to the
Government of West Bengal.