



*The West Bengal Central School Service Commission*  
*ACHARYA SADAN*  
*11 & 11/1, Block-EE, Salt Lake; Kolkata-700091*

Memo. No.943 / 3702 /CSSC/ESTT/2017

Date: 08.09.2017

**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited from bonafide and resourceful organizations dealing with procurement/purchase of old/damaged furniture & old & damaged Computer peripherals (Monitor, small UPS, Key Board) for purchasing damaged Furniture & Computer peripherals from the Office of the Chairman, The West Bengal Central School Service Commission, Acharya Sadan, EE - 11 & 11/1, Sector - II, Bidhannagar, Kolkata - 700091 on 'as is where basis'.

- A. The intending quotationers shall have to furnish the following information /documents along with the tender documents.
- ❖ Trade License for the current year
  - ❖ Professional tax clearance certificate
  - ❖ Credentials of the firm
  - ❖ Measurement of the go down under possession
  - ❖ Registration Certificate under G.S.T.
- B. Besides above, the following terms and conditions are to be adhered to by the successful quotationers rigidly --
- i) A Security Deposit of Rs.10,000/- (Rupees ten thousand) has to be deposited only in favour of The West Bengal Central School Service Commission in Bank Draft issued by Nationalized Bank payable at Kolkata, which will be released after execution of the work.
  - ii) Full payment of the cost of damaged furniture & unserviceable computer peripherals collected by the bidder from WBCSSC is to be deposited in duly drawn up Bank draft in favour of "The West Bengal Central School Service Commission" to the Office of Commission before lifting the aforesaid materials.
  - iii) Necessary arrangements are to be ensured by the selected organization for verification/examination/processing of the disposed of materials before final lifting of those.
  - iv) The selected organisation has to lift the materials from the Office premises of WBCSSC within the stipulated date failing which the security deposits will be forfeited and no correspondence in the matter will be entertained by the Commission.
  - v) The rates quoted shall be final and cannot be revised and or modified.
  - vi) Violation of any of the terms will attract criminal/civil proceedings.
  - vii) The selected organization shall complete all formalities within five days from the date of issue of the work order.

The sealed quotations addressed to the Chairman, West Bengal Central School Service Commission, Acharya Sadan, EE - 11 & 11/1, Sector - II, Bidhannagar, Kolkata - 700091 super-scribing the words "Quotation for old damaged furniture & computer peripherals" on the envelope is to be dropped in the tender box kept in the Office of the Commission. The intending quotationers shall have to quote the rate of each item specifically in the bidding paper and that has to be enclosed with the forwarding letter.

The last date for submission of sealed quotation is **18.09.2017** up to **2.00p.m.** The sealed quotationers will be opened after 3.00 p.m. on the same day in presence of quotationers present at that time.

Before submitting quotation the intending organization(s) may visit the office of WBCSSC during office hours to see the materials to be disposed of.

The Commission reserves the right of accepting or rejecting any or all quotationers without assigning any reasons there for.

**The intending organization(s) can participate for any or all of the listed items which are noted in bidding sheet.**

**Quotationers who took part in quotation notice no.847/3702/CSSC/ESTT/2017 dtd.17.08.2017 may take part without depositing any further security deposit.**

Sd/-

**Secretary**

**West Bengal Central School Service Commission**

### Bidding Sheet

<u>Description of the item</u>	<u>Rate for the lot/per piece/per kg (in figure &amp; words)</u>	<u>Remarks if any</u>
1. Furniture (old & damaged) (Wooden Table, Wooden Chair, Wooden Desk etc. in a lot)	Rs.  Rupees  Rs.	
2. Computer peripherals (old & damaged) Monitor/per piece Keyboard/per piece Small UPS/per piece Battery (12volt 40AH/per piece)	Rs. Rs. Rs. Rs.	
3. Scrapped Iron (spare parts of Car, grill, parts of window & Iron Chair, other items/per kg)		

Dated \_\_\_\_\_ Signature of the  
quotationers with seal  
Address in full –

Telephone No. –

- a) Land Line:  
b) Mobile phone:

I agree to abide by the terms and conditions stipulated in the notice inviting quotation  
bearing No. .... dated .....

\_\_\_\_\_  
**Signature of the quotationer**

**Enclosure: Demand Draft**

Demand Draft No. \_\_\_\_\_ Bank name \_\_\_\_\_  
Date \_\_\_\_\_  
for Rs. ....

- N.B.:**
1. The rate should be quoted both in figure and words
  2. No over writing will be allowed
  3. Conditional quotation is not acceptable
  4. Only bank draft will be accepted.
  5. One can quote rate for any or all items

Copy forwarded for necessary information to:

1. Notice Board of WBCSSC.
2. Sub-Divisional Officer, Bidhannagar, Salt Lake with the request to make necessary arrangement for display of the Notice Inviting Quotation in the Notice Board of the SDO-Office.
3. Registrar, School Education Department Govt. of West Bengal, Bikash Bhavan with the request to make necessary arrangement for display of the Notice Inviting Quotation in the Notice Board of the School Education Department.
4. Shri Samarjit Acharya, Floor Supervisor (ITeS), with a request to upload the matter in the Commission's website.



**Secretary**

**West Bengal Central School Service Commission**