



The West Bengal Central School Service Commission

ACHARYA SADAN: 11 & 11/1, Block-EE, Salt Lake; Kolkata-700091

Notice inviting Quotation

Memo.No.92/5990/CSSC/ESTT/2017

Date:18.01.2017

This office intends to procure following items of Stationery articles from the reputed printing house, based in area of Bidhannagar and Kolkata Municipal Corporation. The items of stationery articles are particularized below:

Category-I

Sr.No.	Name of the Item	Specification	Qty. required	Rate per 1000 (inclusive all Taxes) in Rs.
1.	Printed Cover File with Flap	Handmade(as per specification)	10000 pcs	
2.	Non-printed cover file with flap	Handmade (as per specification)	1000 pcs	
3.	Note sheet		as per requirement	
4.	D. O. Pad		-do-	
5.	Visiting Card		-do-	

The intending quotationers may visit this office and inspect the sample of the each item of stationery articles on any working day between 11am and 3pm. The intending quotationers should submit their rates in their printed letter heads duly signed by the proprietor(s)/authorized representative of the firm addressed to the Secretary, West Bengal Central School Service Commission and that should reach this office by 24.01.2017 upto 2.00pm. The credentials, E-Certificates of STDS, I.T. and VAT Clearance Certificates shall have to be enclosed with the sealed tender. Earnest money of Rs.5,000/- (Rupees Five thousand) only shall have to be deposited in the form of D.D. drawn in favour of "The West Bengal Central School Service Commission".

The intending participants should ensure that they will complete supply of the consignments within 10 days from the date of receipt of the formal work order. Payment will be released in A/c. payee cheque on completion of supply satisfactorily on receipt of duly drawn up bill.

The sealed quotation will be opened on 24.01.2017 after 3 pm. Intending quotationers may be present at the time of opening of the quotations.

In the context of quality, acceptance of lowest quoted rate is not mandatory. The Commission also reserves the right to reject any or all tenders without assigning any reason whatsoever

Tenderer should have executed such Office supply in at least 01 Office (Government/Semi-Government /ISO certified Private Company) in Kolkata/Bidhannagar in last three financial years.

Sd/-

Secretary

West Bengal Central School Service Commission