



The West Bengal Central School Service Commission

ACHARYA SADAN

11 § 11/1, Block-EE, Salt Lake; Kolkata-700091

Quotation Notice

Memo No. 1174/ 6858/CSSC/ESTT/2016

Date:30.11.2017

Sealed quotations are invited from reputed, experienced and bonafide Printing Press/ Contractor/Supplier for printing and supply of ~~PRE-PRINTED~~ STATIONERY with following specifications.

<i>Sl.No.</i>	<i>Description</i>	<i>Quantity</i>	<i>Rate/per certificate +GST</i>
<i>1</i>	<i>Legal size on 105GSM Parchment Paper printed in Two colours on front side with Security design, copy/void background, Ghost image, micro-line, spelling mistake, security border.</i>	<i>3,00,000 pcs (approximately)</i>	

Other Terms and Conditions

- 1 Commission's Emblem should be printed on every stationery*
- 2 The quotation should be accompanied sample as specified in the quotation notice.*
- 3 Earnest Money Deposit (EMD) to be submitted along with the Quotation : Rs.10000/- (Rupees Ten Thousand Only) by a crossed demand draft from any Nationalised Bank in favour of 'The West Bengal Central School Service Commission', payable at Kolkata.*
- 4 The rate quoted should be inclusive of all items+GST. The places of delivery is the Office of the Commission at the above address. The intending quotationers should submit their rates in their printed "Letter Head" with full details of the Printing Press/Office.*
- 5 The printed materials should be delivered in properly packed condition within 10days from receipt of work order.*
- 6 Representative(s) of the Commission will inspect the consignment on delivery at the destination. If the quality doesn't conform with the specifications mentioned in the quotation notice, the Commission reserves the right to reject full consignment and the contractor/supplier shall be deemed to have willfully neglected to deliver the goods according to contract. The Commission is at liberty to get the samples of the consignment*

analyzed in NATIONAL TEST HOUSE in case of dispute noticed in quality on usual inspection.

- 7 The successful party/firm may be advised for the acceptance of quotation in full by formal acceptance letter in the form of work order.
- 8 The Chairman of the Commission reserves the right to accept or reject any quotation without assigning any reason thereof.
- 9 In case the supplier fails to supply the ordered materials within the stipulated time, the Commission reserves the right to get the work done by any other source(s) at the risk and cost of defaulted firm/supplier and recover the damages and excess expenses caused thereby from that defaulted firm/party.
- 10 The payment against work order will be made for the accepted materials on receipt of the bill from the time in triplicate in the Office along with goods received notes (issued from delivery points) in proof of acknowledgement of the stock after being fully satisfied regarding the quality and quantity of the consignment.
- 11 Payment will be made in the form of A/c. Payee Cheque after deducting taxes, as applicable as per rules. Further details if any can be had from the Office of the Commission on working days during Office hours.
- 12 Necessary data for printing matter will be provided by the Commission and proof will be read and approved by the Commission before final printing.
- 13 The intending participants should furnish credentials, PAN No., Trade Licence, GST Registration No., GST clearance certificate along with the rate quotation papers. Quotation should be submitted with samples in sealed cover on or before 02 pm on 08.12.2017. The envelope containing the quotation shall be superscribed as **"Quotation for Printing and Supply of Recommendation Letter c"**. Quotations will be opened on the same day i.e., on 08.12.2017 after 02 pm at the above address.

Sd/-

Secretary

W.B. Central School Service Commission

Distribution

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 Achariya, ITeS, with a request to upload the matter in the Commission's Website.



Secretary

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