

Government of West Bengal
Panchayats and Rural Development Department
Joint Administrative Building (6th to 9th Floors), HC - 7, Sector - III, Bidhan Nagar, Kolkata - 700106

No: 192 - RD/MIS(Com)/5M-1/2018

Date: 10.01.2018

NOTICE INVITING TENDER

1. Tenders in sealed cover are hereby invited from reputed reliable Agencies/Business Organisations for supply of following items as per the specification given below :-

Name of items	Numbers	Size	Paper	Quality
Writing pad (40 pages)	11,000	8.25 inch x 5.5 inch	Inside page 70 GSM maplitho & cover -130 GSM Art paper	Standard
Ball Pen	11,000	Standard use & throw ball pen	-	Good quality Use & throw ball pen

2. **Sealed Covers** containing following documents super scribing “Tenders for supplying Writing pad and Ball Pen” shall be dropped in Tender Box kept at the Office address by 15th Jan 2018 (1 PM).

3. **i. Bid in prescribed Annexure**

- ii. Copy of GST Registration Certificate
- iii. Copy of PAN
- iv. Copy of last year's IT Return
- v. Copy of Trade Licence

4. **Each bidder shall submit only one Bid.**

5. **Opening of Bid** and its evaluation - on 15th Jan 2018 (2PM) in presence of Bidders.

6. The Office will issue order by 15th Jan 2018 with the direction to L1 Bidder for supplying of the said two items by 24th January 2018.

- 7.1 Notwithstanding the above, the office reserves the right to accept or reject any quotations and to cancel the Bidding process and reject all quotations at any time prior to the award of contract.

- 7.2 The Bidder whose bid is accepted will be notified of the award of contract by the office prior to expiration of the quotation validity period of six months from the date of issue of order. The terms of the accepted offer shall be incorporated in the Work order.

- 7.3 Selection(L-1) will be considered on the basis of lowest amount of Grant Total of two items .

8. **Payment &Others Conditions**

Payment will be made within 15 days after delivery of materials in good conditions.

We look forward to receive your quotation and would like to thank you for your interest in this Work.



Nilanjana Dasgupta
Special Secretary
to the Government Of west Bengal

ANNEXIURE to
No: 192 - RD/MIS(Com)/5M-1/2018

Date: 10.01.2018

FORMAT FOR BIDS FOR SUPPLYING OF WRITING PAD AND BALL PEN

Name of items	Numbers	Size	Paper	Quality	Rate per unit including taxes and delivery charges(INR)	Total including taxes and delivery charges (INR)
Writing pad	11,000	8.25 inch x 5.5 inch	70 GSM maplitho & cover -130 GSM Art paper	Standard		
Pen	11,000	Standard use & throw ball pen	-	Good quality Use & throw ball pen		
Grand Total						

(Signature of the Bidder with Office seal)