

# Society for Training & Research on Panchayats & Rural Development

Department of Panchayats & Rural Development,  
Government of West Bengal

ICMARD Building 6<sup>th</sup> Floor, Block-14/2, CIT Scheme VIII (M), Ultadanga, Kolkata-700067.

NIQ No. 3/2019-2020

Dated. 06.03.2020

## NOTICE INVITING QUOTATION (NIQ) - OFFLINE CALL-2

1. Sealed quotations (item rate) are invited for **"Supply of Office Stationeries i.e. Pre-Printed Paper only"** as per attached schedule from **eligible reputed, experienced and established bidders** for the said works at  
O/o The Member Secretary, STARPARD &  
The Special Secretary to the Govt. of West Bengal,  
Department of Panchayats & Rural Development.  
Govt. of West Bengal  
ICMARD Building, 6<sup>th</sup> Floor, Block – 14/2  
CIT Scheme VIII(M), Ultadanga, Kolkata-700067
2. The quoted rate should be inclusive of all Charges & Taxes, loading and unloading, carriage, delivery and all other incidental charges in this connection applicable towards supply at the site as well as all taxes.
3. **Validity:** Bid validity up to 31<sup>st</sup> March 2021.
4. **Earnest Money Deposit (EMD):** The Bidder shall furnish, Bid Security amounting to **Rs. 500.00 (Rupees Five Hundred) only**, in demand draft in favour of **"STARPARD A/C PEAIS FUND"** payable at **Kolkata** from a scheduled commercial bank. Any bid without Demand Draft shall be rejected by the Employer as non-responsive. The Earnest Money of unsuccessful bidders will be returned.
5. The Bidder should submit the following documents at the time of rate of quotes. In case of **non-submission** of the following documents the bid shall be cancelled without assigning any reasons. **Offline submission** of the following documents apart from BOQ:
  - I. Self-attested photocopy of **up-to-date Trade License/ equivalent**
  - II. Self-attested photocopy of **PAN**
  - III. Self-attested photocopy of **GSTIN**
6. The schedule may be downloaded from the official website of the Department of Panchayats & Rural Development, Govt. of West Bengal [www.wbprd.gov.in](http://www.wbprd.gov.in) from **06/03/2020 (Friday) to 17/03/2020 (Tuesday) up to 2PM** and will be opened on **17/03/2020 (Tuesday)** by the undersigned or, authorised representatives at **3PM**. The Bidder / authorised representative of the Bidder may present the office during the time of bid opening.
7. The quotation should be **submitted offline** at Work Office of STARPARD, ICMARD Bldg. 6<sup>th</sup> Floor, Block-14/2, CIT Scheme VIII (M), Ultadanga, Kolkata-700067.
8. The Member Secretary, STARPARD, reserves the right to accept/ reject/ cancel of any /all quotations without assigning any reasons what's ever the case may be.
9. No conditional bid will be accepted.



Member Secretary,  
Society for Training & Research on Panchayats & Rural Development  
Department of Panchayats & Rural Development,  
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## Call2

### Schedule of Quantity (SOQ)

#### Pre-Printed Paper Description Details:

Description of Materials	Deliver Location Details
Paper : Conquest Color: Light Green GSM 70 Paper Size: 33 cm X 21 cm Margin & Printing matter will be single color (Black / Blue) Both Side Margin Binding Capacity : 50 Pages each Pad Printing Matter [Type 1 & Type 2] available at Office	O/o the Member Secretary, STARPARD & the Special Secretary to Govt. of West Bengal Block: HC, Plot No.7 Sector-III, Salt Lake City Kolkata – 700106 Or ICMARD Office /&/or MRITIKKA Bhavan

Willing bidder may visit for "Printing Matter and Sample of Pre-Printed Paper" on working days from 11.00am to 4.00pm.

**Validity of Bid:** 31<sup>st</sup> March 2021.



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## CALL 2

### Bill of Quantity (BOQ)

Vendor Name:

Address:

Contact No.

Description of Materials	Charges Per Pad (Including of all Taxes & Charges) In Rs. <u>Offered Rate Should be quoted here</u>	
	In figure	In Words
Paper : Conquest Color: Light Green GSM 70 Paper Size: 33 cm X 21 cm Margin & Printing matter will be single color (Black / Blue) Both Side Margin Binding Capacity : 50 Pages each Pad [Type 1]	Rs.	
Paper : Conquest Color: Light Green GSM 70 Paper Size: 33 cm X 21 cm Margin & Printing matter will be single color (Black / Blue) Both Side Margin Binding Capacity : 50 Pages each Pad [Type 1]	Rs.	

Signature with Office Seal

Name:

Designation:

Date:

Copy forwarded for information and necessary action to:

1. The Joint Secretary, Computerisation Cell, Department of Panchayats & Rural Development. Govt. of West Bengal. He is requested to arrange for uploading soft-copy of this notice in the website of the department
2. The Officer on Special Duty, Department of Panchayats & Rural Development. Govt. of West Bengal & Administrative Officer, STARPARD
3. The Public Infrastructure Manager/ Section Officer, STARPARD, Department of Panchayats & Rural Development. Govt. of West Bengal.
4. Notice Board of STARPARD office at Joint Administrative Bldg. / ICMARD Bldg.
5. The Guard File



Member Secretary,  
Society for Training & Research on Panchayats & Rural Development  
Department of Panchayats & Rural Development,  
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