

Government of West Bengal
Food & Supplies Department
Office of the District Controller F & S
Krishnagar, Nadia-

Memo No: 1084(8) D.C(F&S) Nadia/18.

Date: 13-06-18

NOTICE INVITING QUOTATION

Sealed Rate Quotations including all charges are hereby invited from the reputed Suppliers/Vendors/Co-operative Societies to supply the stationery items as per annexure A:-

Intending Suppliers/Vendors/Co-operative Societies shall submit their quotation mentioning item wise rate in Letter Head Pad along with the self attested copy of GST registration Certificate, Trade License (Update), PAN (Firm/Individual) etc.

Quotation should be dropped in the Box to be kept in the office of the DCF&S, Nadia by **21/06/2018 at 2.30PM** and the same will be opened on the same day **at 4:00 P.M.** in the chamber of the District Controller(F&S),Nadia.

Other Terms & Conditions :-

1. Quotation should be submitted in sealed envelope.
2. At the time of opening, the intending Suppliers/Vendors/Co-operative Societies may remain present there positively.
3. Local vendor would be entertained for smooth delivery of stationery item as and when required on exigency period.
4. The organization should have prior experience in supplying above mentioned items in Public sector or Public sector undertaking. Documents in support of that should be provided (optional)
5. The above mentioned items to be delivered within 02 (Two) days from the date of issuance of work order.
6. Valid copy of Trade License, GST Certificate, PAN Card, has to be submitted along with the tender.
7. The office reserves the right to take penal action by terminating the contract or by reducing the payment if found any discrepancies towards the supply of above goods at the time or after delivery.
8. **Payment terms:** No advance shall be paid for the supply, Payments will be made on supply of items. Payment would be made in A/C payee Cheque/through ECS.
9. The rate of Quotation will remain valid upto 31.03.2019.
10. The undersigned reserves the right to cancel any or all the tender without assigning any reason.
11. For any other details, please contact with official of the undersigned.


District controller(F&S)
Nadia

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Copy forwarded for information to:

- 1.. The Sabhadhipati , Nadia Zilla Parisad.
2. The District Magistrate, Nadia
3. District Information Officer, Nadia with request to upload in the District Administrative portal.
- 4-7. SC(F&S), Krisnanagar/Ranaghat/Kalyani/Tehatta.
8. Office notice board

13.6.18
District controller (F&S)
Nadia

Annexure A:-

SI No	Items	Brand Name , if any	Rate (Including all Taxes)
1.	Xerox A/4 Paper		
2	Xerox Legal Paper		
3	Cello Pen		
4	Stapler (Big)		
5	Stapler (Small)		
6	Stapler pin		
7	Binding Register 4no		
8	Binding Register 10 no		
9	Gems clip		
10	Calculator (Big)		
11	Calculator (Small)		
12	Use & through pen		
13	Carbon paper		
14	Stamp pad (Big)		
15	Stamp pad (Small)		
16	File (4 Fold)		
17	File (2 Fold)		
18	Flab		
19	Duster		
20	Acid		
21	Phenyl		
22	Al pin		
23	Towel		
24	Tag		
25	Furan		
26	Envelop		
27	Dispatch Register		
28	Dak Register		
29	Key & Lock		
30	Thread Ball		
31	Scale		
32	Wood Pencil		