

Government of West Bengal
Office of the District Controller (F&S), Nadia
Krishnagar, Nadia.
Pin-741101

Email: dcfs1.nad.wb@gmail.com, Phone: 03472-252299.

Memo No. 1363

/DCF&S/Nadia/2019

Dated: 08/08/2019.

NOTICE INVITING RATE QUOTATION/TENDER

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 from 13/08/19 to 26/08/19 at 3.30 PM and the same will be opened on 27/08/19 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 require exigency.
4. The organization should have prior experience in supplying items in Govt. organisation. Documents in support of that should be provided.
5. The above mentioned item 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, upto date IT return, Bank account has to be Submitted along with the tender.
7. The office reserves the right to take penal action by termination 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 31.03.2020.
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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