



WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION

(Under Panchayats and Rural Development Department, Government of West Bengal)

Mrittika Bhavan, Plot No. 18/9, Block-DD, Sector-I, Salt Lake, Kolkata-700064

Phone: 03322377041/43/ FAX-033-22377473, email-hq.wbcadc@gmail.com.



www.wbcadc.com



@hqwbcadc



@Thecadchq



Memo No. - 000/033/02/13/2023/01/3364

Date- 30/05/2024

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited from the resourceful and benefited Government order suppliers/Co-operative Societies and stationers dealing in office Printing Materials (Cash Memo Book) having credential of supplying the same to the Government/Semi-Government Organisation for supply of following articles as on when required. The rate quoted against this NIQ will be remained in force for one year and the suppliers are liable to supply the articles for at least one year period.

Description of Item	Tentative requirement	Tenure of supply
Printing & Supply of Cash Memo Book, 100 folios (as per Annexure-1) at 3 rd floor of Mrittika Bhavan, WBCADC.	500 books	Within 10 days from the issuing of supply order

1. The quotationers should be GST, PAN, Trade Licence, Experience Certificates and photocopy of such certificates are to submitted with this NIQ Notice.
2. Rate should be quoted in this our letter head as per Annexure – 1.
3. The Quotations would be received by this Corporation up to 2.00 p.m. on or before 07.06.2024 and will be opened on the same day at 3.00 p.m. in presence of Quotationers, if any there.
4. Interested Quotioner/ Bidder may collect sample copy of the above item from this office within 10:00 am to 5:00 pm in working days.
5. The rate should be inclusive all Taxes, Cess, package and Loading/unloading Including Carriage at Corporation office at Salt Lake. No. extra cost is admissible and supply is to be accepted strictly as per Specification and quality.
6. Intended Quotationers may contact this office for details of specification within 4.00 p.m. up to 06.06.2024 in any working day.
7. The Quotation may be delivered by post/by hand/by courier to the address given in the letter head mentioning the Memo No. of the NIQ in the sealed Envelope but no Quotation received after scheduled date & time will be entertained.

(P.T.O)

8. The successful Quotationers may have to execute an agreement in requisite form of this Corporation.
9. The payment against supply would be made through E.C.S. after necessary deduction, if any there any. One cancelled cheque along with Bank details should be submitted along with the bill after completion of supply.
10. Undersigned reserves the right to accept/reject any or all Quotations as well as distribute the work order between two or more successful Quotations without assigning any reason thereof.



Administrative Secretary
W.B.C.A.D.C.

Memo No. - 000/033/02/13/2023/01/3364/1(10)

Date-30/05/2024

Copy forwarded for information with a request to display the NIQ in the Notice Board:-

1. Joint Secretary to the Government of West Bengal, P&RD Department.
2. Deputy Secretary, WBCADC.
3. Finance Manager, WBCADC.
4. Officer-In-Charge, Accounts Section, WBCADC HQ.
5. Officer-In-Charge Engg. Section, WBCADC HQ.
6. The Convener, Tender Committee WBCADC, HQ.
7. Post Master, Salt Lake Post Office.
8. Store Keeper, WBCADC (HQ).
9. Abhishek Mondal, AFA, for hosting the NIQ in Website.
10. Notice Board.



Administrative Secretary
W.B.C.A.D.C.



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Annexure – 1

Sl No	Description of Item	Specification	Quantity (nos)	Rate offered as each unit	Total Amount (Rs)
1	Printing & Supply of Cash Memo Book (1 + 1) 100 folios (as per Annexure-1) at 3 rd floor of Mrittika Bhavan, WBCADC.	Width - 14 cm, Length - 22 cm (1 + 1) 100 folios with two side cover page & Book number of each Cash Memo Book.	500 books		
Total Quoted Rupees (in figure & word) -					

Date:-

Signature of Bidder/ quotationer