



**WEST BENGAL STATE COUNCIL OF TECHNICAL &  
VOCATIONAL EDUCATION AND SKILL  
DEVELOPMENT**

**TECHNICAL EDUCATION DIVISION**

Erstwhile West Bengal State Council of Technical Education

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Karigari Bhavan, 4<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

No. WBSCTVESD/TED/2018-19-1915

Dated: 5.11.18

**NOTICE INVITING QUOTATION**

**Subject: " Seeking Quotation for supply of Stationery articles"**

The undersigned on behalf of the Technical Education Division of the West Bengal State Council of Technical & Vocational Education & Skill Development [for the sake of brevity hereinafter referred to as WBSCTVE& SD (TED) ] invites sealed quotations in duplicate from experienced reputed supplier for supply of Stationery items.

**Job Description:**

Sl.no.	Description of Item	Unit	Quantity
1	Arch file (good quality)	Pcs	200

**General conditions:**

- 1) Rates should be inclusive of all taxes as well as delivery charge.
- 2) The bidders shall seal the Quotation properly with the marking on the outer envelope " Quotation for supply of stationery items "under no..... dated.....
- 3) The Envelope containing the bid is to be addressed as follows:  
THE SENIOR ADMINISTRATIVE OFFICER, WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT, KARIGORI BHAVAN, 4<sup>TH</sup> FLOOR, PLOT NO. B/7,ACTION AREA -III, NEWTOWN, RAJARHAT, KOLKATA- 700160.
- 4) The envelope containing the Quotation shall also indicate the Name and Address of the bidder .

**Mode of Payment:**

Payment will be made within 30 working days of placement of the bill along with due certification of execution of the order.

**Documents to be submitted with the bid:**

- 1) Copies of current Trade License , GST Registration certificate.
- 2) At the time of claim of payment the Vendor has to submit bank particulars along with a cancelled blank cheque of the payee receivable bank account.

**Termination of contract:**

The contract may be terminated without prejudice to any other remedy for breach of contract if the contractor fails to supply as per the timings set out or if he fails to perform any other obligation under the contract. The WBSCTVE&SD may without prejudice to other rights, may arrange for supply at the risk and cost of the supplier, in the above circumstances.

**Key dates:**

**Last date of submission of the quotation :- 28.11.2018 from 10.30 a.m. to 3 p.m.**

The Quotes are requested to submit their Quotation at the Office of West Bengal State Council of Technical & Vocational Education & Skill Development, ' Karigori Bhavan', 4<sup>th</sup> Floor, Action Area- III, Plot- B/7, Rajarhat, Newtown, Kolkata – 700160" super scribing the Quotation Notification Reference on all working days (except Saturday, Sunday and Holidays) .

The Council reserves the right to accept or reject any Quotation in part or full without assigning any reason and shall have no obligation to accept the lowest offer.

*S. Mukhopadhyay*  
05/11/18

S. Mukhopadhyay

Senior Administrative Officer (TE)

West Bengal State Council of Technical & Vocational Education