

**Notice Inviting Quotation No - 005/2019-20/NSTIAM/R1 dated 11-06-2019**

It is being informed to all concerned agencies that this office requires maximum upto **1000 sets of Training materials i.e. (Writing pad, Pen and Certificate Holder including designing and printing)**, followed by delivery of the said items to this Institute, which shall be distributed as a part of training material, to the trainees who will participate in the training program conducted by this Institute for the F.Y 2019-20.

The specification of **Training materials** is given below:

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| 1) Writing Pad (A-4 size, No. of sheet 20, White Mapliph), including printing maximum up to Rs. 30/- (Rupees thirty only) including all applicable taxes. (as per the sample available at this office)                                                                      |
| 2) Pen (Plastic Body), including printing maximum up to Rs. 10/- (Rupees ten only) including all applicable taxes. (as per the sample available at this office)                                                                                                             |
| 3) Certificate Holder (made of handmade recycled paper), size: 10.5" X 14", two full body pocket with transparent plastic sheet, including printing maximum up to Rs. 40/- (Rupees forty only) including all applicable taxes. (as per the sample available at this office) |

Order shall be given in advance to the selected agency for delivering the said item "as and when needed" basis as well as training basis.

A maximum amount of Rs. **80/- (Eighty only) per set** (Comprises of one item each from the Item no 1,2 and 3 in the above table) **of such printed Training materials including all taxes with delivery at the Institute** shall be considered. The agencies shall have to quote the rate individually for the each item, however the quotationer offering lowest price in total shall be considered as winner. Materials shall have to be delivered with-in 15 working days after placing the order.

In light of the above, all interested agencies are requested to submit their sealed quotation in their official letterhead as per the prescribed format " Annex- A", which may be collected from the Accounts Section of the Institute during all working days from 11:00 AM to 4:00 PM by depositing a non refundable NIQ fees of Rs. 300/- (Rupees three hundred only) through Demand Draft in the name of "WBSMB-NSTIAM", payable at Baidyabati from 11/06/2019 to 18/06/2019.

Last Date of submission of the Quotation at 4:00 PM of 18/06/2019 in the locked 'Tender Box' kept in the said office address.

Opening of the quotation shall be done **on 19/06/2019 at 1:30 P.M.**

Any modification in the content of the 'Annex- A' shall invite cancellation of the candidature of the Agency and the submitted quotation shall be unconditional.

Interested agencies may visit to the Institute in all working days from 11:00 AM to 4:00 PM to see the samples of the said item.

The undersigned reserves all right to accept or reject any/all quotation without assigning any reason whatsoever.

  
**Director, NSITAM**