

Government of West Bengal
Directorate of Agricultural Marketing
P-16, India Exchange Place Extension,
4th Floor, K.I.T. Building, Kolkata 700 073
Phone No. 033-2225 3889/2225 3484; Fax- 033-2225 3484
E-mail: ag.benmarketing19@gmail.com

NOTICE INVITING QUOTATION

NIQ No 01/DAM/2026

Date: 13.05.2026

The Director of Agricultural Marketing, West Bengal invites bids (in two bid system) from the Manufacturer/ Authorized Dealer/Distributor/ Bonafide Agency/Firm/Company for - 'Supply of stationery articles at Directorate of Agricultural Marketing, Government of West Bengal, P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700073 for the Financial Year 2026-27'.

Rate along with delivery (F.O.R. destination), packing materials, Toll, insurance, unloading (at farm Level), Local arrangement of small vehicles (if required) and all other charges should be quoted against entire job excluding GST.

- 1) Earnest Money of Rs. 5,000/- (Rupees Five Thousand) only to be drawn in favour of Directorate of Agricultural Marketing, Government of West Bengal payable at Kolkata / Exemption Certificate is to be submitted in the office. The hard copy of the E.M.D. / Exemption Certificate is to be submitted in the office of the undersigned on or before **28th May up to 1:00 PM** at P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700073 along with a forwarding letter.

- 2) Quotation must be supported by:

In statutory cover:

- a. ORIGINAL Earnest Money Deposit.
- b. ORIGINAL N.I.T. duly signed.
- c. ORIGINAL Application Form.
- d. ORIGINAL Check List.

In non-statutory cover/Folders:

- i) **Certificates:**
 - a. Copy of GST Registration Certificate.
 - b. Copy of Professional Tax Clearance certificate along with latest challan
 - c. Copy of Trade License (with valid up to 31.06.2026).
 - d. Copy of Income Tax return for AY 2025-26.
 - e. Copy of PAN Card.

- ii) **Company Details:**

Copy of Authorized dealer/distributorship certificate (Not required for O.E.M.)/Manufacturers etc.

Attested photo-copy will not be considered for submission as valid documents. Bidder(s) will have to submit the NIQ signed in original.

NO QUOTATION WILL BE ACCEPTED IF THE SAME IS NOT SUPPORTED WITH ALL THE ABOVE DOCUMENTS MENTIONED AT SL. NO. (a) TO (d) IN BID-A IN STATUTORY COVER.

Rate along with delivery (F.O.R. destination), packing materials, toll, insurance, unloading (at destination Level), Local arrangement of small vehicles (if required) and all other charges should be quoted against entire job excluding GST in financial Bid (BID-B) in the dedicated column for the year 2026-27.

THE OFFERED RATES SHOULD BE VALID UP TO 31ST MARCH, 2027 FROM THE DATE OF APPROVAL OF RATE.

13/05/26

Technical proposal (BID-A) should contain statutory & non statutory document as described above. Financial proposal (BID-B) should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rates of items in the space marked for quoting rate in the BOQ.

The successful bidder shall have to enter into an agreement. Successful execution of job/supply as per Specification (Annexure-C) is to be completed positively within due date or the time specified in the order from the date of issue of order.

After evaluation of Technical Bid, those who will qualify, their Financial Bid shall only be opened. The technical proposal (BID-A) will be opened. Bidders or authorized representatives must be present in the office of the undersigned at the time of opening of the Technical Proposal (BID-A).

For further information, the bidders are requested to please contact the undersigned.

No Quotation will be accepted across the table and no such receipt will be issued thereon.

In case quoting the rate anywhere other than BOQ, the quotation is liable to be summarily rejected.

All the documents including N.I.Q., terms & conditions for submission of quotation & B.O.Q. will be the part & parcel of the bid documents.

The undersigned reserves the right to reject any quotation/all quotations at any stage without assigning any reason thereof.

6/13/05/24
Director of Agricultural Marketing
West Bengal (In Charge)

ANNEXURE FOR FINANCIAL BID -B

'Supply of stationery articles at Directorate of Agricultural Marketing, Government of West Bengal, P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700073 for the Financial Year 2026-27'.

Stationery articles, grocery, sanitary items (List-A)				
Sl. No.	Name of the items	Specifications (Unit)	Quality	Per Unit Prices (excluding GST) in Rs.
1	Battery (Pencil) AA	Per pc.	Best quality	
2	Binder clip (Size: 3/4 "width)	Per Dozen	Best quality	
3	Binder clip (Size: 1-1/4" width)	Per Dozen	Best quality	
4	Binder clip (Size: 41mm)	Per Dozen	Best quality	
5	Binder clip (Size: 51mm)	Per Dozen	Best quality	
6	Brown Tape 2" (80cm)	Per pc.	Best quality	
7	Bleaching Powder (Per 1kg)	Per pkt.	Best quality	
8	Bucket 10ltr. (Plastic)	Per pc.	Best quality	
9	Car log book (no.4)	Per pc.	Strong hard binding	
10	Clip Board A4 size (21cmx29.7cm)	Per pc.	Plastic, premium	
11	Carbon Paper (210mmx330mm)	Per pkt.	Best quality	
12	Cello tape White Size: 1" (80cm)	Per pc.	Transparent, Premium gumming	
13	Colin 500ml	Per bottle	Best quality	
14	Duster Cloth (55cmx55cm)	Per pc.	Premium Brand	
15	Exercise Book No.6 with Hard binding (80-100 GSM)	Per Dozen	Supreme quality	
16	Exercise Book No.4 with Hard binding (80-100 GSM)	Per Dozen	Supreme quality	
17	Exercise Book Long No.8 (100 GSM)	Per Dozen	Supreme quality	
18	Envelop (10"x4.5") Brown colour/White (100-150 GSM)	Per Dozen	Supreme quality	
19	Envelop (11"x5") Brown colour/white (100-150 GSM)	Per Dozen	Supreme quality	
20	Envelop (11"x5") with cloth matting	Per Dozen	Supreme quality	
21	Envelop A4 (with cloth matting)	Per Dozen	Supreme quality	
22	Envelop 15.5"x12" (with cloth matting)	Per Dozen	Supreme quality	
23	Envelop A4 Brown/white (100 GSM)	Per Dozen	Best Quality	
24	Eraser 20pcs	Per box	Best quality	
25	Extension Cord with socket 3pin 4mtr. Heavy duty (inside coiled cord)	Per pc.	Best quality	
26	Extension Cord with multi socket (3-4) 3pin -cord 4mtr. Heavy duty	Per pc.	Best quality	
27	File - Tag file (with print)	Per pc.	As per sample	
28	File - 4-fold file (with lamination)	Per pc.	As per sample	
29	File - Arch	Per pc.	Supreme quality	
30	File Binder (25pcs)- Plastic Coated (Heavy Duty)	Per Bundle.	Premium quality	
31	Gum (18ml) Synthetic gum, Non toxic	Per pc.	Best quality	
32	Glue stick (20pcs) Net wt. 15gm, Non-Toxic	Per box	Best quality	
33	Gum (500 ml Bottle)	Per bottle	Best Quality	
34	Disinfected toilet Cleaner (1 Ltr)	Per pc.	Best quality	
35	Mosquitoes Repellent Spray (Black) (400ml)	Per pc.	Best quality	
36	Jems clip Greater grip. bright plastic coated (26mm)	Per box	Good quality	
37	Jharoo (Full) Size: Big	Per pc.	Good quality	
38	S.S. Knife with Plastic Handle (6")	Per pc.	Good quality	
39	Mopping cloth with stick	Per pc.	Standard quality	
40	Mug Plastic (1Ltr)	Per pc.	Best quality	
41	Naphthalin balls (200gm)	Per pkt.	Best quality	
42	Naphthalin balls (1kg)	Per pkt.	Best quality	
43	Note Sheet (14"x8.5") (paper 100- 150 GSM)	Per rim	As per sample	
44	Paper A4 (21cmx29.7cm)-75 GSM	Per rim	Best quality	
45	Paper - Legal (14"x8.5") 70-80 GSM	Per rim	Supreme quality	
46	Paper - Photo paper 210x297mm (A4 size)	Per rim	Best quality	
47	Paper Weight glass Made (75 - 100gm)	Per pc.	Standard Size	
48	Plastic file Box/Pending Box	Per pc.	Standard Size	

6/13/05/26

49	Pencil (10 pcs) (Extra Dark)	Per box	Best quality
50	Pencil cutter (20 pcs)	Per box	Best quality
51	Pen Ball (10 pcs)- Blue/Black/Green/Red	Per pkt.	Best quality (0.5mm)
52	Pen Gel (5pcs)- Blue/Black/Green/Red	Per pkt.	Best quality
53	Refill Gel (5pcs)- Blue/Black/Green/Red	Per pkt.	Best quality
54	Pen-Marker Permanent (10pcs)	Per box	Best quality
55	Pen-Marker White Board(10pcs) single colour (Blue/Black/Red)	Per box	Best quality
56	Pen Highlighter (5pcs.) Multi colour set	Per pkt.	Best quality
57	Phenyl 1 ltr (white)	Per bottle	Best quality
58	Phenyl 5 ltr Jar (white)	Per jar	Best quality
59	Plastic channel file (white)	Per pc.	Good quality
60	Plastic Tap File -White	Per pc.	Good quality
61	Plastic Zip file folder White	Per pc.	Good quality
62	Punch machine 1 hole 4.5mm (Plastic Coated)	Per pc.	Best quality
63	Page Marker (Post its 3M)- Multicolour	Per pkt.	Good quality
64	Register - Despatch (page 300)	Per pc.	As per sample
65	Register - Received (page 300)	Per pc.	As per sample
66	Register - stock (page 300)	Per pc.	As per sample
67	Cash Book General (page 200)	Per pc.	As per sample
68	Sub Voucher Register (Page 200)	Per pc.	As per sample
69	Bill Register (Page 200)	Per pc.	As per sample
70	Room freshener (240ml)	Per pc.	Best quality
71	Rubber Band (100gm)	Per pkt.	Good quality
72	Soap - Hand wash 1500 ml refill pack	Per pkt.	Best quality
73	Soap - Hand wash 200ml Bottle	Per bottle	Best quality
74	Scale plastic 12" (10pcs)	Per box	Best quality
75	Stamp Pad, Size: 110mm x 69mm	Per pc.	Best quality
76	Stapler with plastic coated HD-45	Per pc.	Best quality
77	Stapler No.10 with plastic coated HD-10D	Per pc.	Best quality
78	Stapler - pin small No. 10 (20boxes)	Per pkt.	Best quality
79	Stapler - pin (Kangaroo) No.24/6 (20 boxes)	Per pkt.	Best quality
80	Scrubber for dish wash (Medium)	Per pc.	Standard Size
81	Surgical Face Musk 3 layers, disposable	Per pc.	Branded
82	Straight Scissors (6")-S. S	Per pc.	Branded
83	Tag cloth 1000 pcs (10 cm)	Per Bundle.	Good quality
84	Liquid dish wash (200ml)	Per bottle	Best quality
85	Dish wash Bar (200gm)	Per pc.	Best quality
86	Wiper (Big) with stick	Per pc.	Good quality
87	Stamp Pad Ink Bottle (60 ml)	Per bottle	Good quality
88	Writing pad white (100 pages) (Small Size)	Per pc.	Good quality
89	Writing pad white (100 pages) (Big Size)	Per pc.	Good quality
90	D.O. pad (100 page with Colour emblem) (Small Size)	Per pc.	Good quality
91	D.O. pad (100 page with Colour emblem) (Big Size)	Per pc.	Good quality
92	Phore (Plastic Handle)	Per pc.	Good quality
93	Paper Weight (Glass)- flat type	Per pc.	Good quality
94	Scale (Plastic) - 1-inch x 40 mm	Per pc.	Good quality
95	Sealing Wax (175 Grams, 16 Sticks)	Per pkt.	Good quality
96	Air Freshener (Air Quick) Machine + Oil	Per pc.	Good quality
97	Air Freshener (Air Quick) Liquid Refill	Per pc.	Good quality
98	Room Freshener (300ml)	Per pc.	Good quality
99	Towel (450 GSM) (Size 70 cm x 140 cm)	Per pc.	Good quality
100	Milk Powder packet (1 Kg)	Per pkt.	Best quality
101	Sugar packet (1 Kg)	Per pkt.	Best quality
102	Tea Packet (500 gm)	Per pkt.	Best quality
103	Tea Bag (per case) 1 case=36 pkt	Per pkt.	Best quality
104	Green Tea (1 Pkt =100 pcs)	Per pkt.	Best quality
105	Coffee Paper Cup (100 ml)	Per pc.	Good quality
106	Coffee Paper Cup (150 ml)	Per pc.	Good quality
107	Cup-Plate Bone China box (6 pairs in a box)	Per Box	Good quality
108	Plastic Glass for drinking water	Per pc.	Good quality

6/10/24

109	Tea Tray (Big size)	Per pc.	Good quality	
110	Spoon (S.S) (Small)	Dozen	Good quality	
111	Electric Kettle-1.8 Ltrs.	Per pc.	Good quality	
112	Plastic Water Bottle (BPA Free)	Per pc.	Good quality	
Digital equipment (List-B)				
Sl. No.	Name of the items	Specifications (Unit)	Quality	Per Unit Prices (excluding GST) in Rs.
1	Calculator 12 digit	Per pc.	Best quality	
2	Pen Drive (32 GB)	Steel body Per pc.	Best quality	
3	Pen Drive (64 GB)	Steel body Per pc.	Best quality	
4	Key Board	Per pc.	Best quality	
5	Mouse	Per pc.	Best quality	
6	Toner Cartridge for Laser Jet Printer P1108	Per pc.	Best quality	
7	Toner Cartridge for Laser Jet Printer P1008	Per pc.	Best quality	
8	Toner Cartridge for Laser Jet Printer P1020	Per pc.	Best quality	
9	Toner Cartridge (Black) for Desk Jet Printer 2338	Per pc.	Best quality	
10	Toner Cartridge (Colour) for Desk Jet Printer 2338	Per pc.	Best quality	
11	Toner Cartridge (Black) for Desk Jet Printer 2131	Per pc.	Best quality	
12	Ink Bottle (Black) for Printer EPSON L3210	Per bottle	Best quality	
13	Ink Bottle (Yellow) for Printer EPSON L3210	Per bottle	Best quality	
14	Ink Bottle (Magenta) for Printer EPSON L3210	Per bottle	Best quality	
15	Ink Bottle (Cyan) for Printer EPSON L3210	Per bottle	Best quality	
16	Ink Bottle (Black) for Printer EPSON L380	Per bottle	Best quality	
17	Ink Bottle (Yellow) for Printer EPSON L380	Per bottle	Best quality	
18	Ink Bottle (Magenta) for Printer EPSON L380	Per bottle	Best quality	
19	Ink Bottle (Cyan) for Printer EPSON L380	Per bottle	Best quality	

Bidder should have experience of minimum 2 years in the domain.

During evaluation the committee may summon of the bidders and seek clarification /information /demonstration /sample submission or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposal will be liable for rejection.

The Bidder should have Original Trade License (For Proprietor/Partnership Firm) or Incorporation Certificate (For Limited Company) or Registration Certificate (For Registered society) valid up to 31.05.2026.

The Bidder should have executed at least 3 similar supplies having supply values more than 1 lac in last 2 years. Audited Balance Sheet or Profit & Loss Account (to be produced on demand-if).

Original PAN issued by Income Tax Department, Govt. of India

Original valid 15-digit Goods & service Taxpayers Identification No. (GSTIN) under GST act. 2017.

Selected bidder must have to supply the articles as per approved list and rate otherwise security deposit will be forfeited in case of non-supply/inferior quality supply /delayed supply without intimation to the undersigned.

57/13/0526
Director of Agricultural Marketing
West Bengal (In Charge)

DATES & INFORMATION:

SL No.	Particulars	Date, time & Venue
1	Date of publishing	13 th May, 2026
2	Starting Date of collecting Quotation Document	14 th May, 2026
3	Date, time & venue of submission of original copies of Earnest Money Deposit or EMD exemption certificate, brochure in the sealed cover.	28 th May, 2026 up to 1.00 P.M.
4	Technical & Financial Bid opening date	28 th May, 2026 up to 3.00 P.M.
5	Date of declaration of list of Bidders along with the approved rate	28 th May, 2026
6	Cost of Quotation Papers	Nil

Director of Agricultural Marketing, West Bengal reserves the right to change the above schedule in case of any exigencies. No objection in this respect will be entertained raised by any Bidder.

The Quotation Selection Committee reserves the right to cancel the N.I.Q. due to unavoidable circumstances and no claim in this respect will be entertained.

by 12/05/26
Director of Agricultural Marketing
West Bengal (In Charge)

TERMS AND CONDITIONS FOR SUBMISSION OF QUOTATIONNIQ No. 01/DAM/2026Date: 13.05.2026

The quotation is to be submitted in two Bid System: One Technical Bid & other Financial Bid.

A. TECHNICAL BID: 'BID-A'

(a) **STATUTORY COVER** containing the following documents:

1	ORIGINAL of Demand Draft on any Nationalized Bank payable at Service branch Kolkata for Rs.5,000/- (Rupees Five thousand) only in favour of 'Directorate of Agricultural Marketing, Government of West Bengal as Earnest Money for the quotation OR Valid Exemption Certificate issued by the Competent Authority claiming EMD exemption.
2	Check List in the prescribed format
3	Application in the prescribed format
4	Copy of NIQ duly signed.

(b) **NON-STATUTORY COVER/MY SPACE** containing the following documents:

Sl. No.	Category	Sub Category Description
1	CERTIFICATES – All certificates are to be furnished in English language. Affidavit are not valid	PAN Card of the authorized signatory Prof. Tax clearance certificate with latest challan. GST Registration certificate. Authorized Distributor/dealership certificate (Not required for O.E.M.).
2	COMPANY DETAILS	Trade License valid up to 31.6.2026.
3	DECLARATION 1,2,3	Brochure (1), Literature (2), Leaflet (3) [Technical specification] of the quoted item(s) etc. -if required

N.B.: ALL STATUTORY & NON-STATUTORY DOCUMENTS(S) ARE REQUIRED TO BE SUBMITTED IN ORIGINAL. Neither Photocopy nor cyclostyled literature/Brochure will be accepted.

B. FINANCIAL BID: 'BID-B'• **BOQ:**

The folder as "Financial Bid" shall contain RATE per NIQ/specification as per Financial Bid-B including (F.O.R. destination), packing materials, Toll, insurance, unloading (at farm Level), Local arrangement of small vehicles (if required) and all other charges should be quoted against entire job excluding GST, to be quoted in the bill of quantities (BOQ) for supply.

The original Demand Draft towards Earnest Money Deposit (EMD) or documents in support of EMD exemption should be submitted. The original copies of EMD/Exemption Certificate along with Original Literature/Brochure/Technical Write-up of the quoted items should be submitted physically to the office of the Directorate of Agricultural Marketing, Government of West Bengal, P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700 073 as per scheduled date & time under sealed cover before opening of Technical Bid (BID-A) through a forwarding letter in a sealed cover super scribing EMD of quotation for 'Supply of stationery articles at Directorate of Agricultural Marketing, Government of West Bengal, P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700073 for the Financial Year 2026-27'.

No original EMD as well as any other technical documents will be accepted after closing date of submission.

6/13/05/26

EVALUATION OF QUOTATIONS:

During the quotation Evaluation Process, the technical proposal (BID-A) will be opened first. Those bidders who will qualify the technical proposal as described in BID-A containing Statutory / Non statutory documents including Literature/Brochure (if any) will be identified and only their Financial Cover (BID-B) shall be opened. The Financial cover (BID-B) will not be opened and will be summarily rejected if that Bidder fails to meet the technical requirements participating in the quotation. The bidder offering the item rate if found suitable & as per the quotation specification will only be selected.

Technical Evaluation of the Quotation will be held on two parts, i.e. opening & evaluation of quotation.

OPENING OF THE TECHNICAL PROPOSAL:

- Technical proposal will be opened by the authorized officer of the Office of the undersigned.
- Cover (folder) for Statutory Documents and non-statutory documents will be opened. If there is any deficiency in the Statutory Documents the quotation will summarily be rejected.
- Pursuant to scrutiny & decision of the Quotation Evaluation Committee the summary list of eligible bidders will be submitted in the quotation documents., Evaluation based on Quality cum Cost Offered basis on given/submitted sample.
- During evaluation the committee may summon of the bidders and seek clarification /information /demonstration /sample submission or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposal will be liable for rejection.

The Financial Cover (BID-B) of those bidders passing the technical requirements will only be opened. The sample may be examined by the member of the Quotation Committee before opening of the Financial Cover.

THE DECISION OF UNDERSIGNED/QUOTATION COMMITTEE WILL BE FINAL BINDING & ABSOLUTE IN THIS REPECT.

QUOTATION PRE-REQUISITES

1. Copy of Original Trade License, PAN Card, GST Registration Certificate, Prof. Tax paid Challan / Clearance certificate (all valid up to 31.05.2026, EMD Exemption Certificate), Brochure of quoted items are required to be furnished along with the quotation.
2. In no case, Affidavit of any Statutory/non-statutory documents will be accepted.
3. Authorized dealer/ distributor may furnish documentary evidence to that effect along with offer will have to be documented as mentioned in Statutory cover (BID-A).
4. Legal document regarding appointment of agent/Stockiest/Distributor, if manufacturer or bidder wants to execute through Agent/Stockiest/Distributor are to be documented as mentioned in Statutory cover (BID-A).
5. In case the Bidder if exempted from GST/Sales Tax or if he enjoys the benefit of deferment, he must upload documentary evidence to that effect in Non-statutory cover (BID-A) in place of GST.
6. It is compulsory for the bidder to enclose their brochure/printed leaflet/Technical Write-up (NEITHER PHOTOCOPY NOR CYLOSTYLED) for which rates are quoted to be documented as mentioned in Non-Statutory cover (BID-A).
7. Prescribed Application Form duly filled in and signed & affix with the seal of the firm by indicating full communicating address with PIN Code No. Telephone No./FAX/e-mail address/website etc., mentioning NIQ No. is to be documented.

RATE

Rate(s) is /are to be quoted in BOQ (Bill of Quantities) in FINANCIAL COVER (Part-B). Only total prices of each item should be quoted as per specification against estimated quantities to be delivered.

Rate should be quoted in decimal coinage inclusive of all incidental charges including delivery, packing materials, Toll, insurance, unloading, Local arrangement of small vehicles (if required) and all other charges should be quoted against entire job excluding GST.

by 13/05/26

1. Rates shall remain valid up to 31st March, 2027 from the date of approval.
2. Rates quoted which are not as per specification mentioned in the Quotation will not be accepted.
3. Under no circumstances enhancement of rate whatsoever will be accepted after closing of bid submission, whatever the reasons given thereafter. Abnormally LOW RATE of any item(s) quoted by the Quotations Firm in the offer with some mala- fide intension will not be accepted, if detected.
4. Rates should be quoted in terms of the UNIQ specified, rates quoted which are not as per specification will not be accepted. Rates in no case shall exceed the controlled price of any item in force at the time of submission of quotation, if there be any.
5. Quantity ordered is not likely to be enough to consider "AS TRUCK LOAD" and the bidder must affect supply/delivery of any small quantity of order placed in favour of **Directorate of Agricultural Marketing, Government of West Bengal, P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700 073** to supply, in such case rate will be as it applicable.

VALIDITY

- 1) Rate quoted will be valid up to 31st March, 2027 from the date of approval of rate by the Quotations Authority, if situation arise and within the validity period, bidders must supply at the approved rate and refusal to supply will be dealt with as per Quotation Rule.
- 2) The validity period of rate may further be extended/curtailed at the discretion of the undersigned/Quotation Committee at the time of finalization of quotation or after expiry of the period of validity.
- 3) In case of frequent unsatisfactory performance of the contractor/Agency the Directorate may terminate the Agreement without any notice.
- 4) Selected party shall have to abide by the terms & conditions as are laid down in the Agreement to be executed by the party. The general terms and condition as contained herein shall also be part and parcel of the said Agreement. Moreover, both the Parties may mutually agree others terms and conditions to be abided by both of them.
- 5) In case the contractor or any of his person carry on any unlawful deeds and/or acts the delivery agent shall be solely responsible for such unlawful deeds and/or acts and may lose the right to carry on the Business with immediate effect unless the Directorate allows him such further time to continue the lawful business.
- 6) In respect of any dispute or any point arising out of the above business, the same shall be tried to be settled mutually between the parties. However, if the disputes are not so settled in the manner as mention above it may be referred to sole arbitrator, as may be appointed by the Agricultural Marketing Department Govt. of West Bengal, on reference from either Party for arbitration and the decision of the Arbitrator shall be final and binding on both the parties. The legal jurisdiction shall be within the jurisdiction of the Hon'ble Calcutta High Court, Kolkata.

AGREEMENT

The successful bidder will have to enter into a contractual agreement with the Directorate in the standard format (already submitted along with NIQ) embodying the quotation terms & conditions in Non-judicial Stamp Paper worth Rs.10/- (Rupees ten) only to be provided by the successful bidder. Prescribed Agreement must be signed also by the Authorized Signatory of the Quotations firm concerned.

SECURITY MONEY DEPOSIT

- 1) The successful bidder will have to deposit Security Money @ 3% (2% EMD + 3% SMD) or Maximum Rs. 5,000.00 (Rupees Five Thousand) ad-valorem shall be deducted and shall be returned after expiry of guarantee period from the date of satisfactory completion of work.
- 2) The Security Money will not carry any interest. This Directorate is not liable for deposition of excess Security Money.
- 3) Security Money will be refunded after satisfactory completion of the work. No proportionate refund of security money will be allowed if the supplied quantity falls below the ordered quantity.

6/13/05/24

SUPPLY/DELIVERY

- 1) The work to be completed strictly as per given schedule printed in the order. The schedule may be revised (increased/decreased/temporarily postponed) by the indenting authority, depending upon requirement.
- 2) The ordered item must be packed suitably to avoid any transit loss & weathering to maintain quality. The supply must comport to the given specification in quotation.
- 3) Work must be commenced within specified time frame from the date of placement of formal order or the date as indicated in the order.
- 4) IT IS OBLIGATORY FOR THE BIDDER TO NOTE THAT FAILURE TO MAINTAIN DELIVERY SCHEDULE FOR SUPPLY OF ORDERED ITEM WILL LEAD TO SEVERE DISLOCATION IN CARRYING OUT PUBLIC SERVICE FOR WHICH SUCCESSFUL BIDDER WILL BE HELD RESPONSIBLE & ACTION WILL BE TAKEN STRICTLY AS PER QUOTATION RULES LAID DOWN HEREIN WITHOUT ANY PREJUDICE. ANY SHORT OF PLEA WILL BE CONSIDERED, EXCEPT ANY INCIDENT OCCURRED 'BY ACT OF GOD' MAY BE CONSIDERED SYMPATHETICALLY.
- 5) Replacement of supply against any rejected consignment must be made positively within given time frame from the date of intimation, failing which action will be taken as per quotation rule.
- 6) On demand, the bidder will have to inform the details of service support network in due course.

PENAL MEASURE

- 1) The earnest money deposit furnished by a firm will be liable to be forfeited in full (Including excess amount of earnest money, if deposited), if the firm withdraws quotation as a whole or for any particular item at any stage during the tenure of quotation or fails/refuses to enter into written agreement once the rate for any/all items(s) is/are accepted within the time specified when requested to do so by this Directorate and/or refuses to deposit security money. Such firm's offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.
- 2) The security money deposit furnished by a bidder is liable to forfeit in full (including excess amount of security money, if deposited) along with cancellation of order without prejudice in the event of failure/refusal to maintain the delivery schedule and/or non-observance of terms & conditions of quotation and/or contracted specification and/or quality/quantity and the authority will be at liberty to terminate the contract as a whole or part.
- 3) In case, delivery programme is not followed & the competent authority is compelled to procure the ordered articles from the open market at a higher rate than the accepted price in quotation, in that case the excess cost incurred on the account will have to be borne by the firm which will be deducted from their outstanding bill apart from forfeited of Security Money in full. Besides, failure to maintain the delivery schedule/stoppage of supply may lead to termination of contract along with forfeiture of Security Money Deposit in full and such firms shall liable to be Black Listed for 3 (three) years.
- 4) In consequence of submission of false or fabricated documents by any firm/ company for participating in the quotation, if proved later on shall liable to be Black Listed for 3 (three) years.
- 5) Quoting absurdly high or low rate in opinion of quotation selection committee, with the intention to vitiate the quotation process will be dealt with in the context of NPPA norms or any other norms under Govt.

PAYMENT:

1. Any request for Advance Payment will not be entertained.
2. Tax Invoice against all supplies is/are to be sent in TRIPLICATE and should invariably be submitted along with receipted challan duly signed with office seal.

MISCELLANEOUS

1. Quotation pre-requisites such as Earnest Money Deposit, Trade License, etc. will not be accepted after scheduled date & time more clearly described in the time programme.
2. Conditional quotations & quotations not accompanied with the documents as mentioned above shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained.
3. No negotiation/enquiry/subsequent representation regarding rate/quantity/quality or otherwise will be entertained after closing of Bid submission Quotation.

67/13/05726

4. Latest guidelines pertaining to purchase of stationery items issued by the Govt. of West Bengal will be followed provided that there is no specific instruction of the Quotation Committee in the regard.
5. The undersigned reserved the right to reject any or all of the quotations at any stage without assigning any reason thereof.
6. All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Speed post or e-mail to the address mentioned in the quotation or by any other process permissible under civil law.
7. ALL INSTRUCTIONS GIVEN EITHER IN THE QUOTATION NOTICE, QUOTATION & /ORDER FORM ARE BINDING ON THE BIDDER & ARE PART OF TERMS & CONDITIONS.
8. If there is any discrepancy arises in between printing of quotation documents or due to typos, the master copy available at the office will be acceptable and intending bidders shall have to abide by.

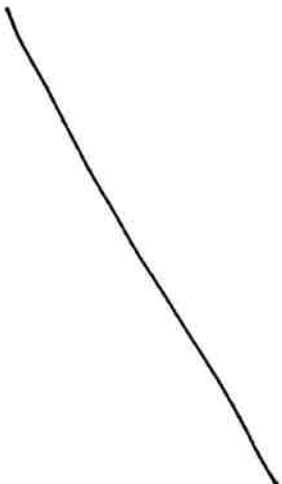
15/13/05/26
Director of Agricultural Marketing
West Bengal (In Charge)

CHECK - LIST

Information about Bidders
(To be submitted in letter head of the bidder with the Technical Bid)

Sl.	Description	Particulars
1	Name of the Firm	
2	Registered Address with PIN, Phone No, Mobile No., E-mail ID etc. Sole owner or Partnership Firm/Company	
3	Name of the Person authorized to enter into & execute contractual agreement.	
4	Earnest Money, whether submitted, if not, Exemption Certificate to be submitted	
5	Copy of PAN Card whether submitted	
6	Copy of GST Registration Certificate (Whether submitted)	
7	Copy of Prof. Tax Clearance Cert. Latest Paid Challan whether submitted	
8	Copy of Trade License (valid up to 31.6.2026) whether submitted	
9	Authorized dealership certificate in original whether submitted (Not required for O.E.M.)	
10	Copy of NIQ duly signed whether submitted.	

Signature & Seal of the Bidder with Date


6/13/05/26

Application Format

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact (Mobile) No., Telephone No., e-mail ID, Website etc.)

To

Director of Agricultural Marketing, West Bengal
P-16, India Exchange Place Extension,
4th Floor, K.I.T. Building, Kolkata 700 073.

Sub: Supply of stationery articles at Directorate of Agricultural Marketing, Government of West Bengal, P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700 073 for the Financial Year 2026-27.

NIQ No. _____

Date of Issue: _____

Sir,

With reference to your NIQ under reference, I am/we are furnishing my/our rates for the item quotation as per your specification, terms & conditions.

Should this quotation be accepted, I/We hereby agree to abide by & fulfill all the terms & conditions laid down in the NIQ and the particulars available in the NIQ & the details given in the specification/ Description or in default thereof to forfeit & pay the Director of Agricultural Marketing, West Bengal or his successor in office the penalties/sums/or of money that may be imposed, the earnest money deposited herewith or from other money deposited by me/us or from the bills that will be payable to me/us for the supplies to be made.

I/We also agree that the decision of the - Director of Agricultural Marketing, West Bengal in all matters in respect of this quotation will be final & binding on me.

I/We also agree to execute on being called upon to enter into a formal agreement embodying the terms & conditions contained herein &/or on usual terms & conditions & on default on my/our doing so, the Earnest Money deposited by me/us will liable to be forfeited.

Yours faithfully,

Date: / /

Signature & office seal:

Name of the Firm:

Address with PIN:

62/13/05/26

ANNEXURE-A
PROFORMA FOR AGREEMENT OF CONTRACT

This Agreement is signed and executed on this day of/...../2026 At Kolkata.

BY AND BETWEEN Directorate of Agricultural Marketing, Government of West Bengal, P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700 073 represented by **Director of Agricultural Marketing, West Bengal** unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of Directorate of Agricultural Marketing, Government of West Bengal hereinafter referred to as the First Party (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the ONE PART.

A N D

....., a company registered under the Company's Act/a partnership firm/Proprietorship Firm (delete whichever is not applicable) having its Registered office/Office at represented by its unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of... hereinafter referred to as the Second Party (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the OTHER PART.

WHERE AS the First Party is desirous that Supply of stationery articles at Directorate of Agricultural Marketing, Government of West Bengal, P-16, India Exchange Place Extension, 4th Floor, K.I.T. Building, Kolkata 700 073 for the Financial Year 2026-27 wanted to execute the said work and for the purpose floated open Quotation.

A N D

WHEREAS the Second Party offered his price against the said Quotation and being eligible, his Quotation having been accepted agreed to execute and complete the said work as detailed in the quotation document along with bill of quantities and all other conditions.

Now, therefore, this agreement witness as follows: -

1. That the word and expression shall have same meanings as are respectively assigned to them in the general condition of the contract hereinafter referred to.
2. That the Second Party shall abide by all statutory obligations and payment statutory dues as are obligatory on the part of the Second Party and that any failure on his part if attracts any liability on the First Party the Second Party will, on intimation from the First Party, immediately compensate the same.
3. If any dispute or question arises any time between the parties about the rights and liabilities of each of them relating to the terms and conditions stated hereinabove shall unless and otherwise mutually resolved between the parties, the aggrieved party may refer the matter to the sole Arbitrator as may be appointed by the Agricultural Marketing Department, Govt. of West Bengal on reference from either Party for arbitration and the decision of the Arbitrator shall be final and binding on both the parties.
4. That all disputes shall be subject to the jurisdiction of the Calcutta High Court.

In witnesseth whereof:

The parties have set and subscribed their hands on this Agreement on the day, month and year first written.

Contractor

**Director of Agricultural Marketing
West Bengal (In Charge)**

Seal

Seal

Witness and address: -

1)

2)

Witness and address: -

1)

2)

6/13/2026