

West Bengal State Agricultural Marketing Board



“Kamal Guha Krishi Bipanan Bhawan”,
729, Anandapur, P.O. E.K.T.P., P.S. Anandapur, Kolkata – 700 107
Mail Id:- wbstatemarketing@yahoo.co.in

NOTICE INVITING QUOTATION

Memo No. : 1886 /WBSAMB-11030(II)/1/2020-SEC-WBSAMB

Date : 22/07/2024

N.I.Q. No . WBSAMB/21/2024-25

Date : 19/07/2024

Sealed Quotations in letter head are invited from the reputed and reliable firms for the following work specification **as** ”Supply of Office Stationery items at WBSAMB Office, 729, Anandapur, Kolkata 700 107”. The last date for submission of quotation is **14.00 Hrs. of 31/07/2024**, which will be accompanied by self attested PAN Card, GST, Trade License and P.Tax. The Quotations will be opened **at 15.00 Hrs. on the same day** in presence of the quotationers or their authorized representatives. The quotationers should follow the terms and conditions as given below:-

Name of Work : ” Supply of Office Stationery items at WBSAMB Office, 729, Anandapur, Kolkata 700 107” (Stationery List Attached)

Terms and Conditions

1. The Chief Executive Officer, West Bengal State Agricultural Marketing Board reserves the right :
i) to cancel or reject any bid and ii) to cancel the Quotation process at any stage without assigning any reason thereof.
2. The Rate to be quoted including of all taxes and charges.
3. The quotationers should quote their rates both in figure and word in letterhead.
4. Statutory deduction will be made from each bill as per norms.
5. In case of failure of compliance of the terms and conditions as mentioned in Supply Order, the order will be terminated along with forfeiture of earnest money.
6. Time of completion of work is 15 (Fifteen) days from the date of work order.


Chief Executive Officer

West Bengal State Agricultural Marketing Board



LIST OF STATIONERY ARTICLES ARE AS FOLLOWS

Sl. No.	Name of the Item	Item Required
1	Binder Clip (25 mm) 1"	36 Pcs. (3 Boxes)
2	Binder Clip (32 mm) 1"-1/4"	36 Pcs. (3 Boxes)
3	Correction Pen	20 Pcs.
4	Clear Bag (Blue)	12 Pcs.
5	L-Shape Plastic Folder File	50 Pcs.
6	Mouse	06 Pcs.
7	Refill Small (Blue)	30 Pcs.
8	Stapler Pin (10 No.)	40 Boxes
9	Stapler Pin (24/6 No.)	10 Boxes
10	Sharpener	12 Pcs.
11	Shorthand Note Book	12 Pcs.
12	Tag	20 Bundles
13	A-4 Xerox Paper (75 GSM)	30 Reams

SME.

19.07.24

S.A.E(C).

WBSAMB.

for
19/7/24