



# *The West Bengal Central School Service Commission*

ACHARYA SADAN

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## **Quotation Notice**

**Memo No. 1108 / 299(IV)/CSSC/ESTT/2017**

**Date:07.11.2017**

*Sealed quotations are invited from reputed, experienced and bonafide Printing Presses/ Contractors/Suppliers preferably located at jurisdiction of Bidhannagar, Kolkata area for printing and supply of Office Diary 2018, Table Calendar 2018 and Wall Calendar 2018 of WBCSSC with following specifications.*

1. <b><u>Executive Diary</u></b> (24.5cm length x18.5 cm breadth) along with blueish hard cover containing 26 pages (minimum) with Commission's information, Calendar, Personal Memoranda, single date single page in best quality Maplitho printing paper (80gsm).	500 pcs (Approx) (Rate to be quoted per pc.)
2. <b><u>Table Calendar</u></b> Size 24cm lengthx19cm breadth with 350 GSM Art paper	300 pcs (Approx) (Rate to be quoted per pc.)
3. <b><u>Wall Calendar</u></b> Size 74cm length x 48 cm breadth 130GSM Art paper	300 pcs (Approx) (Rate to be quoted per pc.)

### **Other Terms and Conditions**

- 1 Commission's Emblem should be printed on every page including cover page of Diary.
- 2 The quotation should be accompanied with sample of Executive Diary, Table Calendar and Wall Calendar as specified in the quotation notice.
- 3 The quoted rate should be inclusive of printing of Diary pages, additional pages, cost of paper to be used for printing diary, Block making/film making, preparation and development of negative etc and also all taxes, charges, packing, freight loading and unloading charges and whatsoever applicable up to the place where delivery is to be made. The place of delivery is the Office of Commission at the above address. The intending quotationers should submit their rates in their printed "Letter Head" with full details of the Printing Press/Office.
- 4 The Executive Diaries should be delivered duly properly packed by 3<sup>rd</sup> week of December, 2017.
- 5 Representative(s) of the Commission will inspect the consignment on delivery at the destination. If the quality doesn't conform with the specifications stipulated, the Commission reserves the right to reject full consignment and the firm shall be treated as deemed to have willfully neglected to deliver the goods according to contract. The Commission is at the liberty to get the samples of the consignment analyzed in NATIONAL TEST HOUSE in case of dispute noticed in quality on usual inspection.

- 6 *The successful party/firm may be advised for acceptance of the quotation in part or in full by formal acceptance letter.*
- 7 *The Chairman of the Commission reserves the right to accept or reject any quotations in part or in full without assigning any reason thereof.*
- 8 *In case the supplier fails to supply the ordered quantity within the stipulated time or extended time(in special occasion), the Commission reserves the right to purchase from any source at the risk and cost of defaulted supplier and recover the damages and excess expenses caused thereby from the defaulted supplier.*
- 9 *The payment of cost of Diary and other ordered items will be made for the accepted goods on submission of the bill in triplicate in the Office of Commission along with goods received notes (issued from delivery points) in proof of acknowledgement of the stock after being fully satisfied regarding the quality and quantity of the consignment.*
- 10 *Payment will be made in the form of Crossed A/c. Payee Cheque after deducting TDS, STDS (as applicable) as per rules. Further details, if any, can be had from the Office of the Commission during Office hours.*
- 11 *Necessary data for printing on articles will be provided by the Commission.*
- 12 *The intending participants should furnish credentials, PAN No., Trade License, GST Registration Certificate, along with the rate quotation papers.*  
*Quotation should be submitted with samples in sealed cover on or before 02 pm on 14<sup>th</sup> November,2017. The envelope containing the quotation shall be super scribed as "Quotation for Printing and Supply of School Service Commission Diaries& Calendar 2018". Quotations will be opened on the same day i.e., on 14<sup>th</sup> November,2017after 02 pm at the above address.*

Sd/-

**Secretary**

**W.B. Central School Service Commission**