



# The West Bengal Central School Service Commission

ACHARYA SADAN

11 & 11/1, Block-EE, Salt Lake; Kolkata-700091

## Quotation Notice

Memo No. 1107/ 299(IV)/CSSC/ESTT/2018

Date:26.11.2018

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 2019, Table Calendar 2019 and Wall Calendar 2019 of WBCSSC with following specifications.

1. <b><u>Executive Diary</u></b> (23cm length x16.5 cm breadth) along with blueish metal wiro binding with hardboard rexin cover jacket 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 300 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, properly, packed by 24<sup>th</sup> December, 2018.**
- 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 TESTHOUSE 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 items within the stipulated time or extended time(in special occasion), the Commission reserves the right to procure/purchase those 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 point) in proof of acknowledgement of the stock after being fully satisfied regarding the quality and quantity of the consignments.*
- 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. They will have to deposit EMD to the tune of Rs.10,000/- (Rupees ten thousands) only in the form of Demand Draft drawn in favour of the West Bengal Central School Service Commission, along with quotation documents.*

*Quotation should be submitted, with samples, in sealed cover on or before 02 pm on 3<sup>rd</sup> December,2018. The envelope containing the quotation shall be super scribed as "Quotation for Printing and Supply of School Service Commission Diaries & Calendar 2019". Quotations will be opened on the same day i.e., on 3<sup>rd</sup> December,2018 after 02 pm at the above address. Representatives participating organizations may remain present at the time of opening the covers containing quotations.*

Sd/-

**Secretary**

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

**Memo No.1107 /1(4)/ 299(III)/CSSC/ESTT/2018**

**Date:26.11.2018**

1. *Notice Board of WBCSSC.*
2. *Sub-Divisional Officer, Bidhannagar, Salt Lake with the request to make necessary arrangement for display of this Notice inviting Quotation in the Notice Board of his Office.*
3. *Registrar, School Education Department Govt. of West Bengal, Bikash Bhavan, Salt Lake, Kolkata-700 091 with the request to make necessary arrangement for display of this Notice inviting Quotation in the Notice Board of the School Education Department.*
4. *Sri Samarjit Achariya, ITeS (Floor Supervisor) for uploading in Commission's Website.*



**Secretary**

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

