



The West Bengal Central School Service Commission

ACHARYA SADAN

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

No. **534** / 5990(II) /CSSC/ESTT/2025

Date: 28.02.2025

NOTICE INVITING QUOTATION

This office intends to procure envelope, Register & file cover with flap of following specifications. Quotation is invited from reputed printing house/ vendors functioning in the jurisdiction of Bidhannagar and Kolkata Municipal Corporation. The items of stationery articles are particularized below:-

Sr. No.	Name of the Item	Specification	Qty. required	Rate (without GST all)/ thousand/ pc in Rs.	Rate (with GST all)/ thousand/ pc in Rs.
01.	4". 7"x11" Plain Brown Paper of 90GSM with window on left (with print) <i>(Envelope)</i>		10000 pcs		
02.	10"x14" Light Sea Green colour parchment paper of 120GSM with cloth inside <i>(Envelope)</i>		1000 pcs		
03.	18"x12" Light Sea Green colour parchment paper of 120GSM with cloth inside <i>(Envelope)</i>		100 pcs.		
04.	Dak Receive Registers (300pgs.)		20pcs		
05.	Dak Despatch Register(300pgs.)		20pcs		
06.	Blue Printed Cover File with Flap (Hand Made) with lace	Hand made	3000 pcs		

The intending quotationers may visit the office of the Commission in the above address and inspect the sample of the each item of stationery articles on any working day between 11am and 3pm. The intending quotationers should submit their rates in their printed letter heads duly signed by the proprietors/authorized representative of the firm addressed to the Secretary, The West Bengal Central School Service Commission and reach to this office by **12.03.2025**. The credentials, E-Certificates of STDS, I.T. and GST Clearance Certificates shall have to be enclosed with the sealed quotations. **Earnest money of Rs.8,000/- (Rupees Eight thousand)** only shall have to be deposited, drawn in favour of "The West Bengal Central School Service Commission" from any Nationalised Bank.

The intending participants should ensure that they will be able to the supply of the consignment within 07days from the date of receipt of the formal work order. Payment will be released in A/c payee cheque on completion of supply satisfactorily on production of duly drawn up bill.

The sealed quotations will be opened on **12.03.2025** after 3 pm. Intending quotationers may be present at the time of opening of the quotations.

In the context of quality, acceptance of lowest quoted rate is not mandatory. The Commission also reserves the right to reject any or all quotations without assigning any reason whatsoever.

Secretary

West Bengal Central School Service Commission