



**State Project Office
Paschim Banga Sarva Siksha Mission
Bikash Bhawan, 2nd floor, Kolkata-700091.**

NIT/NIQ No.: **197** /PBSSM/ADMN/153/2017

Date : **26** /05/2017

TENDER NOTICE

Sealed tenders are invited from the intending Tenderers / Suppliers for "Supply of Stationery articles", as per enclosed list, to the State Project Office, PBSSM, Bikash Bhawan, Salt Lake, Kolkata-700091, for a period of one year, under the terms and conditions as laid down therein.

Sealed Tenders will be received upto 15:00 hrs. on 20/06/2017 from the Persons/firms who have proven experience of minimum two years as on date of submission of this bid in the field of supply of Stationery articles to any Central/State Govt. Organisation or a Public Sector undertaking.

The envelope containing the tender should be superscripted as "TENDER FOR SUPPLYING OF STATIONERY ARTICLES at SPO, PBSSM for 2017-2018".

26/5/17
Administrative Officer
PBSSM

NIT/NIQ No.: **197** /1(9)/PBSSM/ADMN/153/2017

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Copy for information with a request to display in the Notice Board.

1. The Director General, ATI, Salt Lake, Kolkata- 91.
2. The District Magistrate, North 24 Parganas.
3. The District Magistrate, South 24 Parganas.
4. The Sub-Divisional Officer, Bidhannagar, Mayukh Bhawan, Saltlake.
5. The Executive Officer, Bidhannagar Municipality.
6. The PS to Hon'ble MIC, S.E. Deptt. Govt of WB.
7. Office Notice Board, PBSSM.
8. Office website of PBSSM.
9. Guard file.

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Terms and Conditions

1. The State Project Director is not bound to accept always the lowest tender/offered rates and reserve the right to accept or reject any or all the tender without assigning any reason whatsoever.
- 1 a. The State Project Director at any time, prior to the date of submission of bid, may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
2. (i) Rates should be quoted by tenderer in both figures and word separately for each of the item specified above with the name of Company/Manufacturer and mentioning the completion time for supply.
- (ii) The price quoted by the bidder shall remain fixed during entire period of the contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- (iii) "Discount" or extra charges if any mentioned by the bidder shall not be considered unless these are specifically indicated in the price schedule.
- (iv) **The rates quoted should be inclusive of all taxes.**
3. Corrections if any, in the offer should be authenticated and dated by the tenderer before submission of offer. Each page of the offer should be signed by the tenderer.
4. In the event of tender being submitted by the authorized dealer/company/partnership firm it must be signed by a partner thereof or it must be signed by a person holding authority signed by each partner/agreement should invariably be enclosed with the offer.
5. The authorized dealer/firm/agency shall allow the authorized representative of the PBSSM to visit the shop, godown as and when ever necessary.
6. The tenderer shall offer rate for the branded article only mentioning the name of the manufacturer and the model No. for items furnished in the tender.
7. Tender must be in official pad of the supplier/firm/agency duly addressed to the State Project Director, Paschim Banga Sarva Siksha Mission (PBSSM), Bikash Bhawan, 2nd Floor, Kolkata-700091, signed by the authorized signatory, mentioning clearly his contact No, exact postal address of the firm/agency and E-mail address etc. All intending persons should submit photocopy of the following :-
 - a) PAN Card.
 - b) Vat Registration Certificate.
 - c) Professional Tax Certificate.
 - d) Trade Licence.
 - e) Credential (Viz. payment certificate) for supply of similar type of article for a period not exceeding one year from date of submission of tender.

