



WEST BENGAL INFRASTRUCTURE DEVELOPMENT FINANCE CORPORATION LIMITED

(Wholly owned by Govt. of West Bengal)

ADMINISTRATIVE OFFICE : "MANGALAM" Building, Block-A, 1st Floor, 24, Hemanta Basu Sarani
(Formerly Old Court-House Street) Kolkata-700 001
Phone : (033) 2210-5436, 2242-2319, 2242-2305
Fax : (033) 2210-5437
e-mail : wbidfc@wbidfc.co.in, Website : www.wbidfc.co.in
REGD. OFFICE : 36A, Hemanta Basu Sarani, Kolkata-700 001
Phone : (033) 2262-3501, 2262-4150, 2262-4151
CIN : U74140WB1997SGC084422

Tender Ref No: WBIDFC/SR.MGR. (ESTATE)/2019-20/30

DT: 11.02.2020

NOTICE INVITING QUOTATIONS (2nd Call)

Sealed quotations are invited from reputed Firms / Printing Houses / General Office Suppliers having experience of working of similar nature for executing rate contract to supply the following stationery items at the Registered Office of WBIDFC at 36A, Hemanta Basu Sarani, Kolkata-700001 for a tenure of one year.

Sl. No.	Item Specification	Unit	Quantity	Unit rate in Rs. (Ex-tax)
1	Apsara Non-Dust Eraser	Pack of 20	3	
2	Kangaro HD 23S17 Heavy Duty Stapler	Piece	2	
3	Kangaro Scissor SL-1150	Piece	10	
4	Rajdeep Lever Arch File	Piece	96	
5	Apsara Absolute Extra Dark Pencil	Pack of 10	3	
6	JK Copier 75 gsm A-4 Paper	Ream	100	
7	Visitor Register (Customised)	Piece	5	
8	Attendance Register (Customised)	Piece	5	
9	Petty Cash Voucher (Customised)	Piece	1000	
10	Omega Cello Tape Dispenser (1775)	Piece	5	
11	Casio Scientific Calculator FX-82MS	Piece	2	

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Terms and conditions:

1. Interested Bidders may not bid for all items. Item specification should be strictly followed.
2. The item wise rate as per the above table must be quoted on bidder's company letterhead (duly signed with stamp of the company) in sealed covers mentioning "**QUOTATION FOR STATIONERY ITEMS**" on top of the envelope and addressed to The SR. MANAGER (ESTATE), West Bengal Infrastructure Development Finance Corporation Limited, 36A, Hemanta Basu Sarani, Kolkata - 700001. Please mention the tender id also on top of the envelope.
3. Along with the financial bid, the bidders must submit attested and stamped copies of Valid Trade license and GST registration Certificate
4. Interested bidder must have at least one fully operational office under the jurisdiction of Kolkata.
5. The sealed envelopes must be submitted at the Registered Office of WBIDFC at 36A, Hemanta Basu Sarani, Kolkata - 700001 **by 5pm on 19.02.2020**
6. The quoted rate must include all charges. Nothing will be paid beyond the accepted rates except applicable tax.
7. The rates must be quoted exclusive of tax. All applicable taxes will be paid extra.
8. GST will not be reimbursed, if the vendor fail to deposit the same with Govt. on regular basis.
9. Bill will be processed based on time taken for completion, actual measurement of work executed, material consumed, quality assured and statutory compliance, subject to satisfaction of our concerned departments.
10. Rates quoted must be kept unchanged during the period of execution.

Rajdeep Ghosh

