

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

PLOT No. B/4, SCHOOL AREA (PT.), KALYANI, NADIA

e-mail – wbrctrc.kalyani@gmail.com, rctrc.kalyani@gmail.com

CAMPUS ---- Rural Connectivity Training and Research Centre (R.C.T.R.C)

No. 1668/RCTRC/2023


Date: 24.05.2023

NOTICE INVITING QUOTATION

The sealed quotations are invited by the Rural Connectivity Training And Research Centre (RCTRC) having its campus at Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia. RCTRC invites percentage rate quotations from reputed Agencies for “Supply of Stationary Items”, at Rural Connectivity Training and Research Centre (RCTRC) at Kalyani, Nadia.

1. **Name of the Work:** “Supply of Stationary Items”.
2. **Location for work:** RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. **Condition of Rate Quotation:**
 - I. PAN Card
 - II. P. Tax Clearance Certificate
 - III. Valid Trade License

SL. No.	Particulars	Date & Time
1.	Date and time for publish Quotation (Offline)	24.05.2023 after 15.00 hours
3.	Quotation submission start date (Offline)	24.05.2023 after 16.00 hours
4.	Quotation submission end date (Offline)	31.05.2023 up to 16.00 hours
6.	Date opening for Technical Bid (Offline)	31.05.2023 after 16.30 hours
7.	Date of opening for Financial Bid (Offline)	To be Notified letter.



Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer
WBSRDA, Nadia Division

No. 1668/1(9)/RCTRC/2023

Date: 24.05.2023

Copy forwarded for information & with a request to display on their office notice board for wide publicity to:

- 1) The Additional Secy. to the Govt. of West Bengal & ACEO, WBSRDA, Kolkata- 700106.
- 2) The Chief Engineer, P&RD Dept., WEBSRDA Kol- 700106
- 3) The Director, RCTRC & Superintending Engineer, WBSRDA (HQ).
- 4) The Executive Officer, Nadia Zilla Parishad
- 5) The Additional Executive Officer, Nadia Zilla Parishad
- 6) The Secretary, Nadia Zilla Parishad.
- 7) The Financial Controller, WBSRDA, Kolkata- 700106
- 8) The Finance Officer, WBSRDA, Nadia Division
- 9) The District Information Analyst, Nadia Zilla Parishad


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GENERAL CONDITIONS

1. The Manager (Training), Rural Connectivity Training and Research Centre, Kalyani, Nadia on behalf of West Bengal State Rural Development Agency (WBSRDA) invites the item rate Quotations "Supply of Stationary Items" at Rural Connectivity Training and Research Centre (RCTRC) building at Kalyani, Nadia.
2. Date of release of Invitation for Quotations through offline: 24.05.2023 (dd/mm/yyyy)
3. Cost of Quotation Form: Nil
4. Last Date/Time for receipt of Quotation through Offline: 31.05.2023 (dd/mm/yyyy) up to 16:00 hours (time)
5. Only offline submission of Quotation is permitted, therefore: Quotations must be submitted Offline at the office of RCTRC. The technical qualification part of the bids will be opened offline at 16:30 hours (time) on 31.05.2023 (date) by the authorized officers. If the office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened offline on the next working day at the same time.
6. The Quotations for the work shall remain valid for acceptance for a period not less than ninety days after the Opening of Financial Bid.
7. Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest Quotation is not obligatory to the undersigned. If the lowest Quotation, in the opening, of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh Quotation and so on.
8. The undersigned reserves the right to reject any or all the Quotation without assigning any reason what so ever.
9. Other details can be seen in the quotation documents. The Employer shall not be held liable for any delays due to system failure beyond its control.


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UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for Supply of Stationary Items at RCTRC. I/We agree to all these conditions and offer to "Supply of Stationary Items" at RCTRC. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: _____

Date: _____

Address: _____

Mob: _____

Email ID: _____

Signature of Agency

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Schedule of Quantity					
Supply of Stationary Item at RCTRC, Kalyani, Nadia					
Sl. No.	Description	Quantity	Unit	Rate	Amount
1	Herpic (Red)	10	NOS	99.00	990.00
2	Herpic (Blue)	10	NOS	99.00	990.00
3	Lizol	10	NOS	118.00	1180.00
4	A4 sheet (75 GSM)	50	NOS	385.00	19250.00
5	Pencil Battery (AA)	50	NOS	12.00	600.00
6	Plastic Folder	300	NOS	35.00	10500.00
7	Normal Notepad	300	NOS	30.00	9000.00
8	Pen	300	NOS	12.00	3600.00
9	Handwash (Big pouch)	5	NOS	160.00	800.00
10	Permanent marker	5	NOS	40.00	200.00
11	Red pen	20	NOS	12.00	240.00
12	Paper puncher (Single hole)	5	NOS	140.00	700.00
13	Spiral pad	300	NOS	50.00	15000.00
14	Pencil Battery (AAA)	50	NOS	12.00	600.00
15	Envelop (A4 size)	200	NOS	4.00	800.00
16	Dust pan	5	NOS	65.00	325.00
17	Toilet cleaning brush	5	NOS	115.00	575.00
18	Mop	5	NOS	200.00	1000.00
19	Wiper	5	NOS	150.00	750.00
20	Bathroom scrub brush	5	NOS	250.00	1250.00
21	Life bouy soap	300	NOS	5.00	1500.00
22	Air Pocket	5	NOS	60.00	300.00
23	Toilet Tissue	4	NOS	50.00	200.00
24	Tissue paper	8	NOS	60.00	480.00
25	Broom	5	NOS	150.00	750.00
26	Mask	50	NOS	2.00	100.00
27	File (2-fold)	50	NOS	48.00	2400.00
28	Room freshener	5	NOS	110.00	550.00
29	Stapler pin (10 no)	1	NOS	200.00	200.00
				Total =	74830.00
Rupees Seventy Four Thousand Eight Hundred Thirty Only.					

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I/We do hereby submit the Tender for the execution of work specified in the underwritten memorandum within the time specified in such memorandum at the date specified, there is and in accordance in all respect with schedule of estimate, specification and instruction in written as per Tender and condition vide Quotation No. 1668/RCTRC/2023 dated 24.05.2023.

MEMORANDUM

1. Description of work: Supply of Stationary Items.
2. Estimated Amount put to Tender: Rs. 74830.00
3. Time allowed for completion of work: 7 (Seven) Days
4. Rate offered on % basis:

(To be written in figure & words clearly) (Less/Above/At Par)

Date :

Signature of Bidder
(Before submit the Bid)