

I/213068/2022



NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL,
BLOCK-FC, SECTOR-III, SALT LAKE, KOLKATA-700106.
TELEPHONE – (033)23374015/23370125/23373960

Date: 12 /08/2022

NOTICE INVITING QUOTATION

Sealed quotations are invited from bonafide and reputed supplier/agencies for **supply of A4 paper (75gsm) of reputed brand at Netaji Subhas Administrative Training Institute – Kolkata (NSATI)** [herein after referred to as the "Institute"], Government of West Bengal, Block-FC, Sector-III, Salt Lake City, Kolkata – 700106. This rate contract shall be valid for a period of one year from the date of execution of agreement, which may be further extendable for a period of another one year or part thereof on the same terms and conditions on the discretion of the Director General, NSATI. The bidder shall be bound to comply with orders placed by the Institute for this purpose during the currency of agreement upto the end-day of the validity period. Rates shall be inclusive of all charges including carrying and delivery cost. The NIQ shall be valid for one year from the date of acceptance of the NIQ.

SCOPE OF WORK

Currently the NSATI, WB intends to procure A4-Xerox paper and having the following specification:

- (a) Sizes of each pages will be 210mmX297mm
- (b) Pages Quality is 75gsm
- (c) One Box in 5 rims paper
- (d) Total no of pages (in one rim) – 500 pages
- (e) Each rims weight will be 2.3 kg

ELIGIBILITY CRITERIA

- a. The bidder must be a registered organization with a valid trade license.
- b. Contact office should be Kolkata based.
- c. Details of PAN Card to be submitted.