



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

Date: 18/04/2023

### 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 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.





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**TERMS & CONDITIONS**

- I. All disputes should be under Kolkata jurisdiction.
- II. The sealed quotation accompanying all relevant papers should be dropped at the Tender Box kept at the office of NSATI.
- III. The quoted rate should be inclusive of all Taxes and duties.
- IV. Delivery charges & Transportation should be all inclusive of the rate quoted.
- V. Intending bidders or his authorized representative may remain present at the time of opening of the tender.
- VI. The supply should be complete within 7 days of issuance of the supply order.
- VII. The last date of submission of quotation is **28/04/2023** up to 14.00 hrs.
- VIII. The last date of opening of the received sealed quotation is **28/04/2023** up to 16.00 hrs.
- IX. The supply should be executed only after the sample of the A4 paper is approved. The supplied A4 paper should match exactly the approved sample or else the entire supply would be rejected.
- X. The selected agency would be placed the supply order of A4 paper by mail/courier or any other valid electronic mode of communication. The agency would be bound to supply the A4 paper within 7days of receipt of order.
- XI. No advance payment will be made
- XII. The NSATI authority reserves the right to reject/cancel any quotation without assigning any reason whatsoever.