



NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE

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

Date: 05 December, 2022

NOTICE INVITING QUOTATION


Sealed quotations are invited from bonafide and reputed contractor/agencies for **supply of 20 ltr packaged drinking water of reputed brands 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 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.

ELIGIBILITY CRITERIA

- a. The bidder must be a registered organization with a valid trade license
- b. Contract office should be Kolkata based.
- c. Valid Trade License and PAN to be submitted.

TERMS & CONDITION

- 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 completed within 7 days of issuance of the supply order.
- VII. The last date of submission of quotation is **12/12/2022 up to 14.00 hrs.**
- VIII. The date of opening of the received sealed quotation is **12/12/2022 up to 16.00 hrs.**
- IX. The supply should be executed only after the sample of the package drinking water is approved. The supplied package drinking water should match exactly the approved sample or else the entire supply would be rejected.
- X. The container charge for 20 litres drums shall not be incurred by the institute & bidder have to collect the empty 20 litres drums from the store.
- XI. The selected agency would be placed the supply order of packaged drinking water by email/courier or any other valid electronic mode of communication. The agency would be bound to supply the packaged drinking water within 48 hrs of receipt of order.
- XII. No advance payment will be made.
- XIII. The NSATI authority reserves the right to reject/cancel any quotation without assigning any reason whatsoever.


 Officer on Special Duty (Administration)
 Netaji Subhas Administrative Training Institute



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PRICE BID FORMAT FOR PROVIDING SUPPLY

Sl No.	Description of Item	Rate in Rs. (in figures)	Rate in Rupees (in words)
1.	20 litres		

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Signature of Bidder