



NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE

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

Memo No.

Date: 26 May, 2023

NOTICE INVITING QUOTATION

Sealed quotations are invited from bonafide and reputed contractor/agencies for **supply of packaged drinking water 250ml & 1ltr 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. The NIQ shall be valid for one year from the date of acceptance of the NIQ.

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 2 days of issuance of the supply order.
- VII. The last date of submission of quotation is **06/06/2023 up to 14.00 hrs.**
- VIII. The date of opening of the received sealed quotation is **06/06/2023 up to 15.00 hrs.**
- IX. The supply should be executed only after the sample of the package drinking water 250ml & 1 ltr is approved. The supplied package drinking water 250ml & 1 ltr 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 packaged drinking water 250ml & 1ltr by email/courier or any other valid electronic mode of communication. The agency would be bound to supply the packaged drinking water 250ml & 1ltr within 48 hrs 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.

Officer on Special Duty (Administration)



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PRICE BID FORMAT FOR PROVIDING SUPPLY

Sl No.	Description of Item	Rate in Rs .(per pc) (in figures)	Rate in Rupees (per pc) (in words)
1.	250ml packaged drinking water		
2.	1ltr packaged drinking water		

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Signature of Bidder