

Ref. No. RKVY/Sagar/01/Sta.-01 dated 15.05.17

Project entitled, "Value Addition of Flowers and other natural resources for women beneficiaries of Sagar Island", Funded by Directorate of Agricultural Marketing Government of West Bengal under the Rastriya Krishi Vikas Yojana Scheme (RKVYS)

INVITATION FOR QUOTATIONS FOR Stationary Items UNDER SHOPPING PROCEDURES

1. Sealed competitive quotations are invited by the undersigned for the following items of **Stationary Items**

Sl. No.	Brief description of goods/equipment	Manufacturer / Code	Quantity specifications	Delivery period	Place of delivery
1.	Please See Annexure 1			15 days	Kalyani Nadia, Pin - 741235

2. Bidhan Chandra Krishi Viswavidyalaya has received a project from Govt. of West Bengal vide memo no: 118/UC/RKVY/DAM/2016-17 hence to eligible payments under the contract for which this invitation for quotation is issued.

3. **'Quoted Price:**

- (a) The bidder shall quote for items in the format of quotation attached.

@ Note: Format to be used when evaluating is to be done for each item separately.

- (b) All duties, taxes and other levies payable by the bidder (other than sales tax on the finished goods) shall be included in the item rate. Sales tax if any should be quoted separately.
- (c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to adjustment.
- (d) Rates or partial quantity of an item is not acceptable.
- (e) Corrections if any shall be made by crossing out, initialling, dating and rewriting. (f) Telex or Facsimile quotations are not acceptable.

4. Each bidder must submit only one' quotation.

5. **Validity of quotations:**

The quotation shall remain valid for a period not less than 45 days after the deadline fixed for submission of quotations.

6. **Evaluation of quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive Le., which are properly signed, and conform to the terms and conditions and specifications in the following manner.

- a) The evaluation will be done excluding the sales tax. If the bidder has included the sales tax in his quotation for the item rate, it will treated as through it is exclusive of the sales tax and no down loading of sales tax will be made.
- b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The bidder who has quoted for partial quantity of anyone or more item(s) would be treated as non- responsive. Purchaser will award the contract to the responsive bidder whose total cost for all the items put together is the lowest.

7. **Award of contract:**

- a) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 6(b) above.
- b) **The Purchaser reserves the right at the time of awarding contract to increase or decrease the quantities of items indicated in para 2 above without any change in the unit price or any other terms and conditions.**


- c) The Purchaser prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted for the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- d) Normal commercial warranty/guarantee shall be applicable to the supplied goods.
- e) **The Work Order may be given in Part throughout the project period, as and when required. Bills may be raised after delivery against each order or altogether, depending on the situation,** without any change in the unit price or any other terms and conditions.
- f) Payment shall be made immediately after the delivery of the goods and their acceptance.
- g) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

8. Last date and time of receipt of quotations:

9. Filled in quotations should be submitted to the Principal Investigator (PI), "Value Addition of Flowers and Others natural resources for women beneficiaries of Sagar Island", Funded by Directorate of Agricultural Marketing Government of West Bengal under the Rastriya Krishi Vikas Yojana Scheme (RKVYS), Directorate of Research, BCKV, Kalyani-741235, 08 in the **"DROP BOX"** placed at Directorate of Research Building, Kalyani, BCKV **latest by 12.00 hours on 25.05.17**

We look forward to receiving your quotations and thank you for your interest in this project.

Yours Sincerely,



Suhrita Chakrabarty
Principal Investigator

Address: Agril. Research Complex, Director of Research, Kalyani,
(Room of AICRP on Floriculture)
Telephone No.9831237309 (M), Fax: 033-25828407

Format for Quotation RKVY/Sagar/01/Sta.-01 dated 15.05.17

ANNEXURE-1

SI NO.	ITEM	RATE FOR	Required amount (Approx)
1.	Cover File (Plastic Coded)	1 Psc	100 unit*
2.	Paper Weight	1 Psc	100 unit
3.	Bond Paper A4 Size	1 Rim	100 unit
4.	Copy Power Paper A4 size	1 Rim	100 unit
5.	Whitener	1 Psc	100 unit
6.	James Clip	1 Box	100 unit
7.	Alpin	1 Box	100 unit
8.	Peon Book (4 No)	1 Psc	100 unit
9.	Issue Register (100 Pages)	1 Psc	100 unit
10.	Receipt Register (100 Pages)	1 Psc	100 unit
11.	Single Punching Machine (Small)	1 Psc	100 unit
12.	Double Punching Machine (Small)	1 Psc	100 unit

SI NO.	ITEM	RATE FOR	Required amount (Approx)
13.	Stapler Pin (Small & Big)	1 Box	100 unit
14.	Wooden Pencil	1 Box	100 unit
15.	Agni Gel Pen (Black, Blue, Red, Green)	1 Dozon	100 unit
16.	Marker Pen for white Board (Black, Blue, Red)	1 Dozon	100 unit
17.	Carbon Paper (Black) (100 Sheets)	1 Packet	100 unit
18.	Writing Pad (White, With Line) (100 Pages)	1 Psc	100 unit
19.	Plain Envelop (White, Brown) (Medium, Large)	1 Dozon	100 unit
20.	File Tag	1 Dozon	100 unit
21.	Ink Pad	1 Psc	100 unit
22.	Eraser	1 Dozen	100 unit
23.	Pencil Cutter	1 Psc	100 unit
24.	Glass Marker Pen	1 Psc	100 unit
25.	Cloth Envelop (Medium, Large)	1 Dozon	100 unit
26.	Exercise Book (4-No, 6-No) (White)	1 Psc	100 unit
27.	Exercise Book (4-No, 6-No) (With Line)	1 Psc	100 unit
28.	Blank CD (100 Psc)	1 Box	100 unit
29.	Rubber Stamp (for 3-4 line inscription)	1 Psc	100 unit
30.	Stock Register (8 No)	1 Psc	100 unit
31.	Cash Book (8 No)	1 Psc	100 unit
32.	Attendance Register (50 Pages)	1 Psc	100 unit
33.	Letter Head Pad (100 Pages)	1 Psc	100 unit
34.	Meeting Resolution Book	1 pcs	100 unit
35.	Calculator (Medium)	1 Psc	100 unit
36.	CD Cover (100 Psc)	1 Psc	100 unit
37.	Fevi Stick	1 Psc	100 unit
38.	Cello Tape (Medium, Large) (White, Brown)	1 Psc	100 unit
39.	Stapler Pin (Small, Medium, Large)	1 Box	100 unit
40.	Car Log Book (100 Pages)	1 Psc	100 unit
41.	Binder Clip (No.0227, No.0226, No.0225, No.CY3 [#] , No.CY2 [#])	1 Box	100 unit
42.	Mini Binding Book (No.10)	1 Psc	100 unit
43.	Register With Line (200 Pages)	1 Psc	100 unit
44.	Knife(Kitchen)	1 Psc	100 unit
45.	Duster (Cloth)	1 Psc	100 unit
46.	Flat File(printed)	1 Psc	100 unit
47.	Sketch Pen	1 Dozen	100 unit
48.	Highlighter Pen	1 Psc	100 unit

*Unit is same as mentioned in the 3rd column of Annexure-1