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WEST BENGAL BIODIVERSITY BOARD
(Department of Environment, Government of West Bengal)

No.: 761 /2B(Bio)-1/2006

Date: 18/11/2022

NOTICE

Sealed rate quotations are invited from the competent bidders for supply of following materials as per following terms & conditions.

Item	:	Hand Made Paper Folder
Size	:	Standard
Quantity	:	500 pcs.
Paper	:	Good quality Hand Made Paper (Sample to be provided by the Board)
Logo	:	to be provided by the Board

1. The supply shall be made to the office of the Board at the aforesaid address within **7(seven) working days** from the date of approval of sample. In case of delay in supply beyond the delivery period late delivery charge (LDC) will be levied @ 0.5% per week up to 2 weeks from the bill. After that the order will be cancelled without further intimation.
2. The bidder shall quote only one price conforming to the specification of item. Quoting multiple prices shall be rejected. Price to be quoted in Indian Rupees only.
3. The Board may not accept offer only on the basis of lowest price. Quality is the essence of the contract.
4. The quoted price should be inclusive of cost of the items, all taxes & duties and that of free delivery, etc. Copies of valid Trade license, GST, PAN to be submitted along with the quotation. The quoted price should remain valid for 30 days from the date of opening of the tender. Bids quoting price excluding taxes, duties etc. shall be rejected. The quantity of items mentioned in this document is only approximate. The bidder shall be bound to supply the items quoted, at the same price quoted in the bid, up to 15 days from the date of opening of the quotations.
5. Sealed envelope superscribed as '**Quotation for Hand Made Folders**' should be addressed to the **Member Secretary, W. B. Biodiversity Board, Prani Sampad Bhawan, LB - 2, Sec-III, Salt Lake, Kolkata - 700106** and submitted to the tender box kept at the office of the Board.
6. The Board reserves the right to reject any quotation without assigning any reason thereof and the decision of the Board will be final and binding. Quotation received after the submission date and time will be rejected. Before bid submission paper quality to be approved by the competent office of the Board.
7. If last date of submission of quotation happens to be a holiday or office work is affected due to any unforeseen circumstances, last date of dropping will automatically be extended up to 2 p.m. of next working day.
8. Payment will be made by Account Payee Cheque/NEFT within 15 working days of production of bills (in duplicate) accompanied by receipt copy of the delivery challan and satisfactory certificate duly signed by the consignee of the Board mentioned in the work order along with money receipt.
9. **Last date of submission: 28/11/2022 (16.00 p.m.)** **Date of opening: 29/11/2022 (12.00 p.m.)**


 Sr. Research Officer
 W. B. Biodiversity Board

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