

## **NOTICE FOR QUOTATION**

Sealed tender / Quotation are invited from the approved contractors / dealers / firms / suppliers for the supply of Stationery, printing, Computer and Misc Articles for the period 2018-2019 and should be reached the office on or before .../07/2018 at 12.00 hrs and opening of tender is on same day at 15.00 hrs.

1. The sealed tender/ Quotation should be addressed to the Commandant, SAP 8<sup>th</sup> Bn. Barrackpore with superscription "Quotation for Supplying of Stationary, Printing, Computer & Misc Articles etc". On the top of the cover and the name of the firm at the bottom of the same.
2. The rate should be noted in figure and words, but the rate should not be higher than its maximum retail price. The rate of supply of each items should be furnished item wise on the scheduled available from the office.
3. Any overwriting / correction should be properly attested by the signature of the supplier with stamp. MRP rate mostly should be mentioned otherwise the tender may be canceled/ rejected.
4. Attested Xerox copies of the following documents should be enclosed (a) Current Trade License Certificate (b) Current Income Tax Clearance Certificate with PAN Card (c) Current Sales Tax Clearance Certificate (d) Current Professional Tax Clearance Certificate (e) GST Registration Certificate (f) Current GST Clearance Certificate (g) Bank details.
5. Earnest money amounting to Rs. 05,000/- (Rupees Five thousand) only in the shape of the Govt. Draft / NSC duly pledged in favour of Commandant, State Armed Police 8<sup>th</sup> Bn. Barrackpore should be enclosed with quotation.
6. Earnest money of successful quotation upto 31.03.2019 will be kept as security money. Earnest money, whose rates will not be accepted, will be returned within 15 days of acceptance of quotation.
7. No conditional quotation will be accepted.
8. In case of failure to supply of any articles (Stationeries/ Misc) forms etc. security money will be forfeited to the state and the firm will be black listed.
9. Articles/ Goods/ Items etc. will be returned/ rejected if these are not found as per brands of this office.
10. Details may be obtained from Police Office of this unit on any working day between 11.00 hrs to 17.00 hrs. Specimen of Stationary articles/ Form/ Register etc. will be shown form the office.
11. The undersigned reserves the right to cancel any or all the quotation without assigning any reason.

Commandant  
State Armed Police 8<sup>th</sup> Bn.  
Barrackpore, West Bengal.