

**Quotations are invited for supply of stationery items at WBIDC Ltd. at  
'Protiti', 23rd Abanindranath Thakur Srani, Kolkata- 700017**

West Bengal Industrial development Corporation Limited invites quotations from reputed Stationery item suppliers, for supply of stationery items at WBIDC office at "Protiti", 23rd Abanindranath Thakur Sarani, Kolkata:- 700017.

Interested vendors are requested to submit their rate quotation in the enclosed format.

**1. Essential participation criteria for the vendors**

- (i) The participating vendor should have at least 3 years of prior experience in supplying stationery items.
- (ii) Should have valid GST Registration Number.
- (iii) The vendor should be able to deliver the order placed within 1 (one) working day.
- (iv) Documents in support of the aforesaid participation criteria must be submitted along with the rate quotation.

**2. Terms & Conditions**

- (i) The rate quoted by the vendor should remain fixed for a period of one year from the date of rate approval and should not exceed under any circumstances.
- (ii) All rates quoted should be inclusive of applicable taxes and charges. WBIDC, under no circumstance shall provide any extra amount than the amount quoted by the vendor, in their application.
- (iii) WBIDC reserves the right to reject any/ all of the applications submitted by the participating vendors, if not found suitable.
- (iv) WBIDC reserves the right to terminate service of the selected vendor, at any point of time and without stating any reason thereof.
- (v) WBIDC shall accept items matching exactly with the samples shown to the vendor. In case items delivered by the selected vendor fails to match the stated criteria/ sample specification, WBIDC reserves the right to return back the items.

The vendor should be liable to take back such items unconditionally and should not charge any amount against it.

- (vi) Invoice shall be raised by the vendor within 3 days of supplying of the materials. WBIDC, after thorough scrutiny, shall release the payment, if found appropriate. In case, the amount / quantity etc. stated in the invoice found to be inappropriate, WBIDC reserves the right to rectify the same and release payment accordingly.

**Interested vendors are requested to submit their application with itemized rate chart to the HRD Division of WBIDC Ltd. between 11.00 a.m. to 4.00 p.m., during all working days till 18.1.2019.**