



WEST BENGAL AGRO-INDUSTRIES CORPORATION LTD.

(A GOVT. UNDERTAKING)

23B, NETAJI SUBHAS ROAD, 3RD FLOOR, KOLKATA – 700 001

CIN: U29211WB1968SGC027349

Phone No.: 2230-2315 FAX No.: 091-033-2230-0156

Email: wb_agro@wbaicl.com Website: www.wbagroindustries.com

NOTICE INVITING QUOTATION

NOTICE NO: AIC/ESTT-068/NIQ-01/2023/14714

DATED: 19.07.2023

The undersigned is directed to invite all the willing bonafide and resourceful Agencies to quote the “Rate for Stationery Items” on a sealed cover to be submitted to the Corporation.

Date of availability of NIQ documents **20th July, 2023 to 28th July, 2023 from 11:00 AM to 03:30 PM.**

Last date of submitting quotation on **07th August, 2023 up to 01:00 PM.**

The sealed cover will be opened on **07th August, 2023 at 03:00 PM.**

The Corporation reserves the right to accept or reject any quotation without assigning any reason whatsoever and the quotations will be kept at the custody of the Secretary-cum-Chief Personnel Officer of West Bengal Agro Industries Corporation Ltd., 23B, Netaji Subhas Road, 3rd Floor, Kolkata – 700001.

All the participant Agencies must have PAN, GST Registration Certificate, Trade License sufficient credentials and necessary documentary evidence in support of that which will have to be submitted along with the offer.

TERMS AND CONDITIONS OF NOTICE INVITING QUOTATION:

1. The prospective bonafide and resourceful Agencies should make an application for obtaining NIQ papers. No telegraphic application / application received through courier service and/or postal service and/ or e-mail shall be entertained under any circumstances.
2. The bonafide and resourceful Agencies should furnish necessary details as per Annexure-A and quote their rates in the proforma as per Annexure-B with samples wherever mentioned in the said annexure.
3. The bonafide and resourceful Agencies should quote their rates without charging the applicable rate of GST. The GST will be charged at the applicable rate at the time of billing after supply of materials by the successful Agencies.
4. The NIQ papers will be available from the Assistant Secretary of Establishment Division of WBAIC Ltd. at 23B, Netaji Subhas Road, 3rd Floor, Kolkata – 700 001 from **20th July, 2023 to 28th July, 2023 from 11:00 AM to 03:30 PM.**
5. The Proforma as per Annexure – A & B duly completed in all respect and duly signed and in a sealed cover is to be submitted in the NIQ Box to be kept in the office of Secretary-cum-Chief Personnel Officer of the Corporation at the above address superscribing on the envelope “Rate for Stationery Items” within **07th August, 2023 up to 01:00 PM.**
6. NIQ papers received after the stipulated date and time shall not be entertained.

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7. The NIQ will be opened on **07th August, 2023 at 03:00 PM** in the presence of the bonafide and resourceful Agencies or their authorized representative.
8. The bonafide and resourceful Agencies should quote their rate both in figure and in words. In case of conflict between the two, the latter would be taken as the rate quoted by the Agencies.
9. The successful Agencies would supply materials as per samples/ Brand submitted/ mentioned in the NIQ and as approved by WBAIC Ltd.
10. Each page of NIQ documents as well as corrigendum, if any, must be signed with date and seal, failing which the NIQ shall be rejected.
11. Any document in the form of Xerox copy as evidence should be self-attested. Otherwise the NIQ shall be rejected.
12. The successful Agencies would be liable to execute order within the period as mentioned in the work order from time to time and they would be liable to replace defective materials within 10 (Ten) days of intimation of damaged/defective materials. The materials are to be delivered at the above address without delivery charges and the successful Agencies would be liable to supply materials irrespective of quantity.
13. The NIQ rate would be valid for a period of 02 (Two) years from the date of acceptance of the NIQ. The period of 02 (Two) years may further be extended with due consent of both the parties i.e. WBAIC Ltd. and the successful Agencies. This NIQ is invited for fixation of item rates of different items and NIQ inviting authority does not give any guarantee in regard to purchase of any volume and value of materials. **This NIQ may be cancelled by giving 02 (Two) months prior notice from either side.**
14. In case of any dispute or difference the decision of the Managing Director, West Bengal Agro-Industries Corporation Ltd. shall be final and binding upon the successful Agencies.
15. Canvassing in any form is strictly prohibited and in the event any Agencies resorting to such practice, his NIQ will be liable for rejection.
16. No NIQ will be accepted by post or courier service or e-mail.
17. No request will be entertained for sending the NIQ paper by post or courier service or e-mail.
18. Secretary-cum-Chief Personnel Officer, West Bengal Agro-Industries Corporation Ltd. reserves the right to accept or to reject or to cancel any or all the NIQ without assigning any reason whatsoever and to split the order amongst more than one successful Agencies.
19. The NIQ received late for any reason whatsoever after **01:00 PM of 07th August, 2023** shall not be opened and shall be returned back to the concerned Agencies or their authorized representative.
20. No conditional NIQ will be accepted and in such cases the NIQ(s) will be declared as informal.
21. Incomplete NIQ is liable for rejection.
22. Modification, in any form, by the bonafide and resourceful Agencies will not be permitted after the NIQ is opened.



23. The unregistered dealer of GST will not be allowed to participate in the NIQ.
24. The bonafide and resourceful Agencies should submit the following documents along with the NIQ:
- Self attested photo copy of PAN Card.
 - Self attested photo copy of GST registration certificate.
 - Self attested photo copy of Trade Licence.
25. The original documents, for which self attested photo copies have been requested in this NIQ, are to be produced on demand for verification, if necessary.
26. Copy of GSTR-1 and 3B (B2B in either case) to be submitted along with the invoice copy as governed / required under the GST Rules and Regulations.
27. During the time of submission of the invoice, if the due date for filing of respective GST-R is awaited, the Agencies / Vendor / Supplier should submit an undertaking declaring that the GST-R return will be submitted by them on or before the due dates failing which the Agencies / Vendor / Supplier should undertake to pay the interest / liability / penalty levied on West Bengal Agro-Industries Corporation Ltd. for their non-compliances to the GST Directorate.
28. The successful Agencies on completion of satisfactory supply of Stationery Items as per order would submit the bills in duplicate along with receipted challan and other papers for payment. The payment would be made within 01 (One) month.
29. All disputes will be settled under the jurisdiction of Hon'ble High Court, Calcutta.

For West Bengal Agro-Industries Corporation Ltd.

S Agarwal ; 9/7/23
Secretary-cum-Chief Personnel Officer

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