

Notice Inviting Quotation No - 001/2018-19/NSTIAM

It is being informed to all concerned agencies that this office requires one Dyers & Cleaner agency who shall serve the dying and cleaning of the following 04 nos. items.

Sl. No.	Name of Item	Approx No. in the FY 2018-19
1.	Bed Sheet	1500 nos.
2.	Pillow Cover	1500 nos.
3.	Towel	1500 nos.
4.	Curtain Set	300 nos.

Order shall be given in advance to the selected agency for dying and cleaning of the said materials which shall include collection & delivery (both by hand to hand) at the Institute. Any other mode of collection & delivery other than as specified above shall not be accepted. Cleaning order shall be issued separately as per different training & official purposes. Agency shall have to collect the items from the Institute within next 24 working hours of issuance of the Cleaning order & shall return the items to the Institute after cleaning within next 03 working days after receiving of such items.

In light of the above, all interested agencies are requested to submit their sealed quotation in their official letterhead as per the prescribed format as given in Annex – "A", in the locked 'Tender Box' kept in the said office address **upto 03:30 P.M. on all working days from 15-06-2018 to 22-06-2018** after depositing a non-refundable NIQ Fees of Rs 200/- (Two hundred only) through Demand Draft in the name of "WBSMB (Baidyabati) Establishment Fund" by the participating bidder, payable at Baidyabati. Opening of the quotation shall be done on **25-06-2018 at 01:30 P.M.** Any modification in the content of the 'format A' shall invite cancellation of the candidature of the Agency and the submitted quotation shall be unconditional.

Quoted rate shall be inclusive of all applicable taxes as well as collection and delivery charges of the items from & to NSTIAM, respectively.

Interested agencies may visit to the Institute in all working days from 11:00 AM to 3:00 PM to see the sample items for Dying & Cleaning.

The undersigned reserves all right to accept or reject any/all quotation without assigning any reason whatsoever.

Director
NSITAM

PROFORMA FOR APPLICATION

Annex. A

(To be printed in the letterhead of the quotationer)

Name of Quotationer.....

Address of Quotationer :.....

NIQ No & Date :.....

Contact No (s): Tele No..... Mob. No.....

Document for Submission	Status
a) Valid updated Trade License with upto date challan	
b) Professional Tax with upto date challan	
c) PAN Card as allotted by the Income Tax Department	
d) NIQ Fees Submitted vide Draft No & Date	

Sl. No.	Name of Item	Rate Quoted (in Rs.)	Rate in Word
1.	Bed Sheet		
2.	Pillow Cover		
3.	Towel		
4.	Curtain Set		

I/We certify that I/We have gone through the all the terms and conditions of the NIQ notice which will be bound for quotationer.

Yours faithfully

(Signature of quotationer with rubber stamp)