



**The Institute of Co-operative Management for Agriculture & Rural Development  
(ICMARD - Training Institute of The WBSCARD Bank Ltd.)**

Block-14/2, C.I.T Scheme-VIII (M), Ultadanga, Kolkata-700067.

Ph-033-23565522 (Principal) / 23566522 (EPBX)

FAX : 033-23563633

Email : icmard.kol@gmail.com

Memo. No. 2091/A/ICMARD/431

Date : 09/03/2021

**NOTICE INVITING QUOTATION**

Sealed Quotations are invited from the authorised Distributors/Dealers/Retailers/ Reliable and resourceful Firm/Agency/bonafide reputed Suppliers/Vendors having requisite expertise for supply and delivery of various bedding items/materials at ICMARD Building at Block - 14/2, C.I.T. Scheme-VIII(M), Ultadanga, Kolkata-700067 as per specifications mentioned in ANNEXURE -(enclosed herewith) along with the necessary details and terms & conditions given hereunder.

The intending parties may please inspect the Institute located at the above address before submitting their quotations and the rate / quotation should be submitted for each item in the specified format as per Annexure-  
The terms and conditions are appended below :

1. The Quoted rates should be inclusive at prevailing GST/other Taxes etc. and other incidental charges.
2. The rates should be quoted in figures as well as in words.
3. The Quotationers may please visit the Institute and see for themselves the actual measurement (length and breadth) of each or all the items specified in the Annexure-before submitting quotation.
4. The quotation must be valid for a period of at least three months from the last date of submission.
5. Supply and delivery of the complete materials shall be arranged by the supplier at his own cost **with in 45 days of the date of the issue of Work Order.**
6. The Quotation in Letter Head, complete in all respect, must reach to the Principal, ICMARD under Sealed Cover latest by **24<sup>th</sup>. March 2021** (up to 4.00 P.M.) and the sealed cover of the Quotation should be superscribed as **"Quotation for supply of bedding items/materials for ICMARD"**
7. The Institute reserves the right to accept/reject any or all the quotations or negotiate on any of the Rates / pecification /items / conditions without assigning any reason thereof and without any obligation to inform the Quotationers/ bidders. The authority is not bound to accept the lowest rate.
8. **Payment Terms :**
  - (a) The supplier shall raise the invoice/bill (in duplicate) after the supply of materials to ICMARD.
  - (b) Payment will be released after full completion of delivery and placement of the materials to the satisfaction of the Institute authority.
  - (c) The Quotationers must attach with their Quotations the copies of applicable GST/PAN/TAN as per prevailing rules at the time of submitting their bills for payment.
9. All Items/Articles should be prepared or completed as per specifications, size and brand or make as appended in the annexure, otherwise the authority shall have the right to further direct for replacement of any item if not found suitable or not matched with the specification advised.

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H.O. Block-14/2, C.I.T Scheme-VIII (M), Ultadanga, Kolkata-700067.

Ph-033-2356-0028 / 2356 -0065 (EPBX)

Email : [wbscardb@gmail.com](mailto:wbscardb@gmail.com)



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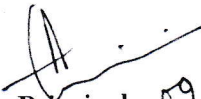
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10. That, the TDS etc. shall be deducted at source as per prevailing rules at the time of payment and the same will be deposited to the authority concerned
11. A Warranty certificate of the supplied items should be provide at least for a period of 01 year.
12. 10% of the Final Bill amount shall be deducted at source as **Security Deposit** and the amount be retained by the Institute for at least 6( Six) months which will accrue no Interest.

  
Principal 09/21  
ICMARD

**NOTICE BOARD : ICMARD & WBSCARD BANK**

Miss. S. Mitra, F.M. with a request to upload the NRO in the official website of WBSCARD Bank Ltd., Kolkata.

  
Principal 09/21  
ICMARD







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**ANNEXURE -**

**(DETAILS OF ITEMS / MATERIALS FOR RATE QUOTATION)**

Reference:- N.I.Q. 2091/A/ICMARD/ 431 . Date:-09/03/2021

Full Name and Address of the Supplier/ Bidder/ Firm/ Dealer/Quotationer :-	
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**Details of item-wise rates offered as below :**

Sl. No.	Description of Materials / Items to be supplied to ICMARD	Size and Specification	Quantity	Price Offered or Rate per nos inclusive of GST (GST amt. o be mentioned) Rs.	Amount Offered (Rs.)
01.	<b>Pillows</b> (for Hostel Rooms)	Length-25" X Breadth-17.5", with Good Quality Printed Cotton handloom Cloth and Simul Cotton 800 Gram wt. each.	40 nos.		
02.	<b>Pillow Covers</b> (for Hostel Rooms)	Length-26" X Breadth-18", with Good Quality Printed Cotton Cloth, multiple colour with interlock stitching.	40 nos.		
03.	<b>Cotton Quilt (Single Size Cots)</b> (for Hostel Rooms)	Length-78" X Breadth-36" X Thick-1.75", with Good Quality Printed Cotton handloom Cloth and Super Fly Cotton 05Kg. wt. each.	50 nos.		
04.	<b>Blanket Covers (Single Size Cots)</b> for Hostel Rooms)	Length-90" X Breadth-60", with Good Quality Printed Cotton Cloth, multiple colour with interlock stitching.	50 nos.		

**Signature of the Supplier with Official Seal**

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