

Government of West Bengal
Water Resources Investigation & Development Department
Office of the Project Director, WB_ADMI Project
Block-14/2, CIT Scheme VIII (M), ICMARD Buildings, 5th Floor
Ultadanga, Kolkata – 700 067

Telephone: 033-23567546/48/49 Fax no. 033-2356-7547, Email ID: pdwbadmip@gmail.com


NOTICE FOR INVITATION FOR QUOTATION NO.-ADMIP/IFQ/25-26/06 DATED- 29.07.2025

Invitation for Sealed quotation for supplying different type of stationary material at SPMU office under WBADMI Project Phase-II, is hereby invited by the Executive Engineer (A-M), SPMU, WBADMIP from the bonafied and reputed Agency. The critical dates for this quotation are mentioned below;

Last date & time of receiving Quotation Document from SPMU	06/08/2025 upto 14:00 hrs.
Last date & time for submission of Quotation	06/08/2025 upto 14:00 hrs.
Date & time for opening quotation	06/08/2025 at 15:00 hrs.

Quotations will be opened in the presence of Quotationers or their representatives who may like to present. No supplementary claim will be entertained except the rate quoted in the quotation.

Acceptance of the lowest or any quotation is not obligatory and the authority reserves the right to accept or reject any or all quotations without assigning any reasons what-so-ever.



Executive Engineer (A-M)
SPMU, WBADMIP

Memo No- 1087 (9)

Copy forwarded for information and wide circulation to:

- 1) The Project Director, WBADMIP.
- 2) The Additional Project Director, WBADMIP.
- 3) The Controller of Finance, WBADMIP.
- 4) Superintendent Engineer (A-I/A-M), SPMU, WBADMIP.
- 5) The Executive Engineer (A-I), SPMU, Kolkata, WBADMIP.
- 6) The Executive Engineer (A-I) & D.D.O., SPMU, WBADMIP.
- 7) Procurement Engineer, SPMU, Kolkata, WBADMIP.
- 8) Office Notice Board, SPMU, Kolkata, WBADMIP.
- 9) Guard File

Dated Kolkata- 29/07/2025


Executive Engineer (A-M)
SPMU, WBADMIP

E-5

**PROCUREMENT OF SERVICES
UNDER
NATIONAL SHOPPING PROCEDURES**

**INVITATION FOR QUOTATIONS FOR SUPPLY OF
GOODS UNDER NATIONAL SHOPPING PROCEDURES**

To

Dear Sir,

**SUBJECT: INVITATION FOR QUOTATIONS FOR SUPPLYING DIFFERENT TYPE OF
STATIONARY MATERIAL IN SPMU OFFICE UNDER WBADMI PROJECT PHASE-II.**

1. You are invited to submit your most competitive quotation for the following items:-

Sl. No.	Brief Description of the Goods	Unit	Quantity	Delivery Period	Place of Delivery
1	A4 Printing Paper 75 GSM	Rims	110	10 Days After issuing the Work Order	Office of the Project Director, WBADMI Project.
2	Blue Pen (Best Quality) pentonic/similar	Pack	40		
3	Black Pen (Best Quality) pentonic/similar	Pack	10		
4	Green Pen Gel (Best Quality)	Pcs.	5		
5	Lever Arch File (Best Quality)	Pcs.	50		
6	A4 Channel File	Pcs.	36		
7	A4 L Folder	Pcs.	20		
8	Printed Two Flap File	Pcs.	150		
9	File Flap Cover	Pcs.	50		
10	Paper Tag for Flap File	Bundle	2		
11	Four Folded Cover File	Pcs.	30		
12	Desktop Calculator with Tax Keys (Casio/Similar)	Pcs.	5		
13	Correction Pen	Box	1		
14	Fevi Stick 15 Gram	Pcs.	10		
15	Stapler (10 No.) G012	Pcs.	5		
16	Tuff Tex Cotton Cloth Duster	Pcs.	24		
17	Battery AA(Duracell/similar)	Pcs.	12		
18	Stapler Pin (10 No.)	Pcs.	10		
19	Permanent Marker	Pcs.	5		
20	Car Log Book (60-80 pages)	Pcs.	12		
21	Brown Envelop (11" X 5")	Pcs.	50		
22	Brown Envelop (10" X4.5")	Pcs.	50		
23	Room Fresher (220ml)	Pcs.	3		
24	Water Bottle (Milton/Similar of 1litre)	Pcs.	12		
25	Cash Book (200-250 pages)	Pcs.	1		
26	Dish Wash Liquid (Vim/Similar of 145 ml pouch)	Pcs.	12		
27	Scrub Pad (Scotch Bite/Sparkel/Similar)	Pcs.	12		

* Where ISI certification marked goods are available in market, procurement should generally be limited to goods with those or equivalent marking only.

2. The Government of India has received a loan vide loan no. IBRD -95430 from the International Bank for Reconstruction & Development towards the cost of WBADMI Project Phase –II, and intends to apply a part of the funds to cover eligible payments under the contracts for which that Invitation of Quotation is issued.
3. The Quotationers either may collect the Quotation Paper from Office of the Project Director, WBADMI Project during office hours of working day or may download the same from the official website i.e. <https://www.wbadmip.org>.
4. **Quotation Rate:**
 - a) The quoted rate shall be inclusive of all demands like GST & others.
 - b) Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
 - c) The rates quoted by the Quotationer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - d) The Prices shall be quoted in Indian Rupees only.
5. **Each Quotationer shall submit only one quotation.**
The Quotationer shall indicate the item wise rate in Indian Rupees in the Format of Quotation (Annexure-I) attached, for the above mentioned items. To this end, the Quotationer is allowed the option to submit the quotation for all items specified above. However, Quotationers shall quote for the complete requirement of goods on a single responsibility basis, failing which such quotation will not be taken into account for evaluation. Quotations should be submitted in sealed envelope.
6. Quotation to be submitted in the office of the Project Director, WBADMI Project, SPMU, ICMARD Building, Ultadanga, Kolkata not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotation shall be received up to the appointed time on the next working day.
7. **Documents Establishing Quotaioner's Eligibility and Qualifications:**
 - 7.1 Copy of Valid 15 digit Goods & Services Taxpayer Identification Number (GSTIN) under GST ACT 2017
 - 7.2 PAN number with self-attested copy of PAN
 - 7.3 Trade License
 - 7.4 Credential of similar supply work, supported by completion certificate, issued by the officer not below the rank of Executive Engineer.
8. **Validity of Quotation**
Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.
9. **Opening of Quotation**
Quotation will be opened in the presence of Quotationer or their representatives who chose to attend on the date and time and at the place specified in the letter or invitation. Information relating to evaluation of quotations shall not be disclosed to quotationer or any other persons not officially concerned with the process until the award to the successful quotationer is announced.
10. **Evaluation of Quotations**
The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which
 - (a) **Meet the qualification criteria specified in clause 7 above**

- (b) are properly signed , and
- (c) Conform to the terms and conditions, and specifications/description.
- (d) The quotations will be evaluated on item wise for all items as mentioned above.

11.0 Award of contract

- 11.1 The Purchaser will award the contract to the Quotationer whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price item wise.
- 11.2 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the process and reject all quotations at any time prior to the award of contract.
- 11.3 The quotationer whose quotation is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 11.4 Payment shall be made immediately after delivery of the goods and receipt of Acceptance Report from the consignee.
- 11.5 Quotationers are requested to provide their offer letter by **14.00 hrs. Dated 06/08/2025** and it will be opened by **15.00 hrs. Dated 06/08/2025**.
- 11.6 We are forwarded to receiving your quotations and thank you for your interest in this Project.

 29/7/25
Executive Engineer (A-M)
SPMU, WBADMIP

Address:

Office of the Project Director, WBADMI Project
Block-14/2, CIT Scheme-VIII (M), ICMARD Building, 5th
Floor, Kolkata - 700067
Telephone: (033) 2356-7546 /48 /49 Fax: (033) 2356-
7547 E-Mail: pdwbadmip@gmail.com

FORMAT OF QUOTATION
(Annexure-I)

Sl. No.	Brief Description of the Goods	Unit	Quantity	Quoted Unit Rate in Rs.(including GST)	Total Amount	
					in Figures	in Words
1	A4 Printing Paper 75 GSM	Rims	110			
2	Blue Pen (Best Quality) pentonic/similar	Pack	40			
3	Black Pen (Best Quality) pentonic/similar	Pack	10			
4	Green Pen Gel (Best Quality)	Pcs.	5			
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27	Scrub Pad (Scotch Bite/Sparkel/Similar)	Pcs.	12			
Grand Total						

N.B. In case of any disparities between words and figures, **words** will be taken in to account.


Executive Engineer (A-M)
SPMU, WBADMIP

Gross Total Cost: Rs.

We agree to supply the above items in accordance with the specifications for a total contract price of Rs.(amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier