

# RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

PLOT NO. B/4, SCHOOL AREA (PT.), KALYANI, NADIA

e-mail – [wbrctrc.kalyani@gmail.com](mailto:wbrctrc.kalyani@gmail.com), [rcrc.kalyani@gmail.com](mailto:rcrc.kalyani@gmail.com)

CAMPUS ---- Rural Connectivity Training and Research Centre (R.C.T.R.C)

No. 1609/RCTRC/2022-23

Date: 23.03.2023

## Expression of Interest

The sealed quotations are invited by the Rural Connectivity Training And Research Centre (RCTRC) having its campus at Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia. RCTRC invites quotations from reputed Agencies for "Supply of Stationary Items", at Rural Connectivity Training and Research Centre (RCTRC) at Kalyani, Nadia.

1. **Name of the Work:** "Supply of Stationary Items", at Rural Connectivity Training and Research Centre (RCTRC) at Kalyani, Nadia.
2. **Location for Security work:** RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. **Condition of Rate Quotation:**
  - I. PAN Card
  - II. P. Tax Clearance Certificate
  - III. Valid Trade License

SL. No.	Particulars	Date & Time
1.	Date and time for publish Quotation (Offline)	23.03.2023 after 15.00 hours
3.	Quotation submission start date (Offline)	23.03.2023 after 16.00 hours
4.	Quotation submission end date (Offline)	30.03.2023 up to 15.00 hours
6.	Date opening for Technical Bid (Offline)	30.03.2023 after 16.00 hours
7.	Date of opening for Financial Bid (Offline)	To be Notified letter.

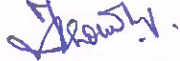
  
Manager (Training)  
RCTRC Kalyani, Nadia &  
Executive Engineer  
WBSRDA, Nadia Division

No. 1609/1(8)/RCTRC/2022-23

Date: 23.03.2023

Copy forwarded for information & with a request to display on their office notice board for wide publicity to:

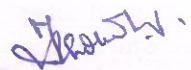
- 1) The Additional Secy. to the Govt. of West Bengal & ACEO, WBSRDA, Kolkata- 700106.
- 2) The Chief Engineer, P&RD Dept., WEBSRDA Kol- 700106
- 3) The Director, RCTRC & Superintending Engineer, WBSRDA (HQ).
- 4) The Executive Officer, Nadia Zilla Parishad
- 5) The Additional Executive Officer, Nadia Zilla Parishad
- 6) The Financial Controller, WBSRDA, Kolkata- 700106
- 7) The Finance Officer, WBSRDA, Nadia Division
- 8) The District Information Analyst, Nadia Zilla Parishad

  
Manager (Training)  
RCTRC Kalyani, Nadia &  
Executive Engineer  
WBSRDA, Nadia Division

**RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE**  
**PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT**  
**GOVT. OF WEST BENGAL**  
**PLOT NO. B/4, SCHOOL AREA (PT.), KALYANI, NADIA**  
e-mail – [wbrctrc.kalyani@gmail.com](mailto:wbrctrc.kalyani@gmail.com), [rctrc.kalyani@gmail.com](mailto:rctrc.kalyani@gmail.com)

**GENERAL CONDITIONS**

1. The Manager (Training), Rural Connectivity Training and Research Centre, Kalyani, Nadia on behalf of West Bengal State Rural Development Agency (WBSRDA) invites the item rate Quotations for “Supply of Stationary Items” at Rural Connectivity Training and Research Centre (RCTRC) building at Kalyani, Nadia.
2. Date of release of Invitation for Quotations through offline: 23.03.2023 (dd/mm/yyyy)
3. Cost of Quotation Form: Nil
4. Last Date/Time for receipt of Quotation through Offline: 30.03.2023 (dd/mm/yyyy) up to 15.00 hours (time)
5. Only offline submission of Quotation is permitted, therefore: Quotations must be submitted Offline at the office of RCTRC. The technical qualification part of the bids will be opened offline at 16.00 hours (time) on 30.03.2023 (date) by the authorized officers. If the office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened offline on the next working day at the same time.
6. The Quotations for the work shall remain valid for acceptance for a period not less than ninety days after the Opening of Financial Bid.
7. Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest Quotation is not obligatory to the undersigned. If the lowest Quotation, in the opening, of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh Quotation and so on.
8. The agreement is valid up to one (1) year from the date of award of the work.
9. The successful bidder in no case will enjoy the right to subcontract during the period of contract for one (1) year.
10. The undersigned reserves the right to reject any or all the Quotation without assigning any reason what so ever.
11. Other details can be seen in the quotation documents. The Employer shall not be held liable for any delays due to system failure beyond its control.

  
**Manager (Training)**  
**RCTRC Kalyani, Nadia &**  
**Executive Engineer**  
**WBSRDA, Nadia Division**

**LIST of ITEMS**

Sl no	Item name	Unit	Quantity
1	Herpic (Red)	NOS	10
2	Herpic (Blue)	NOS	10
3	Lizol	NOS	10
4	A4 sheet (75 GSM)	RIM	50
5	Pencil Battery (AA)	NOS	50
6	Plastic Folder	NOS	300
7	Normal Notepad	NOS	300
8	Pen	NOS	300
9	Handwash (Big pouch)	NOS	5
10	Permanent marker	NOS	5
11	Red pen	NOS	20
12	Paper puncher (Single hole)	NOS	5

**RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE**  
**PANCHAYAT & RURAL DEVELOPMENT DEPARTMENT**  
**GOVT. OF WEST BENGAL**  
**PLOT No. B/4, SCHOOL AREA (Pt.), KALYANI, NADIA**  
e-mail – [wbrctr.kalyani@gmail.com](mailto:wbrctr.kalyani@gmail.com), [rctr.kalyani@gmail.com](mailto:rctr.kalyani@gmail.com)

13	Spiral pad	NOS	300
14	Pencil Battery (AAA)	NOS	50
15	Envelop (A4 size)	NOS	200
16	Dust pan	NOS	5
17	Toilet cleaning brush	NOS	5
18	Mop	NOS	5
19	Wiper	NOS	5
20	Bathroom scrub brush	NOS	5
21	Life bouy soap	NOS	300
22	Air Pocket	BOX	5
23	Toilet Tissue	NOS	4
24	Tissue paper	PKD	8
25	Broom	NOS	5
26	Mask	NOS	50
27	File (2-fold)	NOS	50
28	Room freshener	NOS	5
29	Stapler pin (10 no)	PKD	1

**UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Tender Form (Technical & Financial Bid) for Supply of Stationary Items at RCTRC. I/We agree to all these conditions and offer to Supply of Stationary Items at RCTRC. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_

Signature of Agency