

**BENGAL STATE ELECTION COMMISSION**  
**18, Sarojini Naidu Sarani (Rawdon Street)**  
**Kolkata – 700 017**  
**Ph. No. 2280-5277; FAX- 2280-7373**

No. 141-SEC/1P-2/94(Pt.-IV)

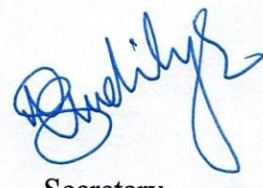
Date: 22.02.2023

**NOTICE INVITING TENDER**

Sealed quotations are invited by the West Bengal State Election Commission from the Retailer or Authorized Distributor/ Registered Supply Reseller having Registered Office or one of the Branch Offices at Kolkata for supply of office papers with different specifications to the Commission. The list of items proposed for procurement is annexed with this notice.

2. The intending bidders shall have to submit rates in sealed cover in respect of the above items and the quotations shall be dropped in the earmarked box placed at the office of the State Election Commission, West Bengal. (Address: 18, Sarojini Naidu Sarani (Rawdon Street), 2nd floor, Kolkata-700 017.)
3. Bid submission shall start from 11 AM of 23/02/2023. The last date for submitting bid will be on 01/03/2023 upto 2 PM and will be opened on 01/03/2023 at 3:30 PM at the office of the Commission. Bidders or their representatives may remain present at that time of bid opening.
4. Lowest Price Bidder (L1) will be considered for selection from the bidders who will furnish lowest rate for the said items.
5. Validity of quoted price by the bidder for each item with the above specifications will remain unaltered for a period of 12 months from the date of finalization of the rates.
6. The Companies/ supply agencies must supply the original product and will mention the warranty period for each of the product.
7. Bidders must submit their PAN & Trade License etc. The agency shall have prior experience of supply to any Central/ State Govt. Department/ PSUs/ Autonomous Bodies.
8. The time limit for satisfactory supply of the articles shall be one week from the date of issuance of work order.
9. The supplier shall be responsible for supply of poor quality products/ outdate products.

Encl.: List of articles proposed  
for procurement as stated.

 22/2/2023

Secretary  
West Bengal State Election Commission



Annexure to notice inviting quotations vide No. 141-SEC/1P-2/94(Pt.-IV), dated – 22.02.2023

<b>Sl. No.</b>	<b>Items to be procured</b>	<b>Quantity (approx.)</b>
1.	A4 Paper – 75 gsm	240 reams
2.	Legal Paper – 75 gsm	10 reams
3.	Bond Paper – (A4) 100 gsm	02 reams