



WEST BENGAL BIODIVERSITY BOARD

(Department of Environment, Government of West Bengal)

Memo No. 67 /5K(Bio)-10/2017

Date : 08 /01/2019

NOTICE INVITING QUOTATIONS

Interested, bonafide and competent vendors are hereby invited to submit sealed offer rates for Making & Supply of 'Ultra Slim Light Box and Acrylic Frontlit' by the W. B. Biodiversity Board, Prani Sampad Bhawan (5th floor), LB-2, Sector-III, Salt Lake City Kolkata-700106 on or before **17/01/2019** up to **3.00 p.m.** as per following terms & conditions. Quoted rates will be opened on **17/01/2019** at 4.00 p.m. Tenderers may depute their representatives to attend the offer document opening meeting at their own cost.

A. Scope of work

1. Job : Making and Supply Ultra Slim Light Box and Acrylic Frontlit
2. Specification :

Name of Product	Ultra Slim Light Box	Acrylic Frontlit Display
Material Use	Translite Multi Colour Film with inbuilt LED	3 mm thick Acrylic
Frame and lamination and quality	Aluminium made Power coated frame 1 inch. Width and .3 mm thick, openable type	Venyl multi-colour Mat Lamination
Light and Printing	LED light with multi colour translit film	NA
Quantity	2 Pcs	2 Pcs
Size	3 Feet x 2 Feet	3 Feet x 2 Feet

3. Delivery : Free delivery at the office of the Board within 7 days from the date of the order date.

B. Terms and conditions

1. The supply shall be made to the office of the Board at the aforesaid address on or before 24/01/2019 In case of delay in supply beyond the delivery period late delivery charge (LDC) will be levied @ 10% from the date of expiry of delivery date. **After seven days the order will be cancelled without further communication.**
2. The Board may not accept offer only on the basis of lowest price. The Board may divide the order amongst Offer of vendors at its discretion.
3. The quoted rate should be inclusive of cost of the items, all taxes & duties and that of free delivery, etc. The quoted rate should remain valid for 30 days from the date of opening of the tender. Offer documents quoting price excluding taxes, duties etc. shall be rejected.
4. Sealed envelope superscribed as 'Ultra Slim Light Box and Acrylic Frontlit' should be addressed to the **Member Secretary**, West Bengal Biodiversity Board, Prani Sampad Bhawan (5th floor), LB-2, Sector-III, Salt Lake City Kolkata-700106
5. The Board reserves the right to reject any or all offer(s) without assigning any reason thereof and the decision of the Board will be final and not be liable to show any reason thereof. Offer rates received after the submission date and time will be rejected. If last date of submission of quotation happens to be a holiday or office work is affected due to any unforeseen circumstances, last date of dropping will automatically be extended up to 2 p.m. of next working day.

6. Payment will be made in Account Payee Cheque after production of bills (in triplicate) accompanied by receipt copy of the delivery challan and satisfactory certificate duly signed by the consignee of the Board mentioned in the work order along with a stamped money receipt.
7. **Shortlisted vendors may discuss with the consignee about the technical aspects before getting the final order.**



Member Secretary
W. B. Biodiversity Board