West Bengal Board of Madrasah Education

Maulana Abul Kalam Azad Bhavan

DD-45, Salt Lake City, Sector –I, Kolkata 700064

Memo no : 839/Exam Date : 26.11.26

Quotation Notice

Sealed Quotations are invited from reputed and bonafide supplier/ agencies by undersigned on behalf of the Secretary, West Bengal Board of Madrasah Education for supply of various examination stationary materials etc. at Maulana Abul Kalam Azad Bhavan, Kolkata -64.

Terms and Conditions

1. Rate should be quoted per thousand (as per sample collected from the Board) inclusive of all taxes and Delivery charge etc.
2. Validity of Rate: 1(one) year.
3. Delivery place : Examination Section 2nd floor, Maulana Abul Kalam Azad Bhavan ,DD-45, Salt lake city, sector -1 Kolkata 700064.
4. Schedule of delivery : to be notified later.
5. Self attested photo copy of Pan card, Trade license, GST registration certificate, IT & PT up-to- date. Return (one) copy.
6. Security money of Rupees 10,000/-(ten thousand)only to be paid by Bank Draft in favour of West Bengal Board of Madrasah Education Fund payable at Kolkata and original Demand draft or exemption Certificate as per existing Govt. tender rules should be submitted physically at the Administration Section, 3th floor at Maulana Abul Kalam Azad Bhavan on 09.12.26 within 12.00 noon and the same will be opened on same day at 2.00 pm at the conference room of this board. Online Net banking or NEFT /RTGS will not be accept.
7. If the 1st Lowest bidder will refuse to receive work order or fail to supply the materials in time, the 2nd lowest bidder will be given work order and 1st lowest bidder the earnest money will be forfeited.
8. Bidding must be quoted for all the items, otherwise his /her quotation will be rejected.
9. The Board also reserves the right to reject all the tender or any part of the tender at any stage without assigning any reason thereof. The Secretary of West Bengal Board of Madrasah Education will take any further decision for choosing 1st lowest bidder of all types of materials.

Secretary 26/11/26
West Bengal Board of Madrasah Education.

West Bengal Board of Madrasah Education

Maulana Abul Kalam Azad Bhavan
DD-45 Salt Lake City Sector –I, Kolkata 700064

RATE TO BE QUOTED AS PER FOLLOWING SPECIFICATION

Sl No	Name of the Items	*Quantity* (per thousand)	Rate should be quoted inclusive of all taxes .i.e. GST.and delivery charges
1	Window envelop		
2	Envelop (white)		
3	Envelop (Brown)		
4	Envelop (Green)		
5	Envelop (Pink)		
6	Confidential envelop small(Paper setter)		
7	Confidential envelop Big(Paper setter)		
8	Confidential question setting paper		
9	Examination Schedule		
10	Appointment letter of centre Supdt.		
11	Appointment letter of Custodian (O.C)		
12	Appointment letter of Venue (HM/Super)		
13	Appointment letter of Examiners		
14	Examination important		
15	Head Examiner remuneration Bill		
16	Examiner remuneration Bill		
17	Scrutiny report		
18	Head Examiner report on the distribution of work		
19	Confidential report on the work of individual examiner		
20	Important point to be noted(HM/Examiner)		
21	Statement of discrepancy		
22	Examiner receiving slip		
23	Entry book of 100pages with numbering and perforated.		
24	Appointment letter of examiners (Physical &Work Education)		
25	Guide line of external examination		
26	External Discrepancy roll (D.R)		
27	Office file		
28	Note sheet		

I/we thoroughly examined, understood and accept the terms & conditions given in the enquiry document, failing which.
I/we understand that my quotation will be rejected out rightly.
I/we hereby offer to print and supply the aforesaid items as per specification and on the rates quoted above.

Signature of Authorized Person with date .....(Name).....
Name of Firm/Company/Agency ..... Mobile No .....