



Government of West Bengal
Office of the Superintendent, Mekhliganj Subsidiary Correctional Home
Dist:-Coochbehar, Phone-03584-255-318, e-mail:- supdt.mklsch@gmail.com

NOTICE INVITING QUOTATION

Sealed Rate Quotations are hereby invited from the reputed and bonafied persons/agencies/contractors/suppliers for supplying for supplying of office stationeries items in Mekhliganj Sub Correctional Home for the period from 01.01.2019 to 31.03.2019.

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|---|----------------------------|
| 1. Starting date of submission of Quotations | : 24.12.2018 |
| 2. End date and time of submission of Quotation | : 31.12.2018 at 12:00 Noon |
| 3. Date and Time of opening | : 31.12.2018 at 01:00 PM |

The following terms and conditions should be follows :

1. The schedule of the office stationeries items may be collected from the Office of the Mekhliganj Subsidiary Correctional Home on any working day in between 10:00 AM to 04:00 PM.
2. The willing quotationers should submit quoted rate in figure and in words along with PAN Card, Valid Trade License etc and the rate should be inclusive of all charges.
3. Rates quoted should be inclusive of all taxes, if any; illegible writing and conditional rates will not be accepted.
4. The ordered items should be delivered at this office within two (02) days from the date of receiving supply order. No extra transport cost will be provided.
5. The undersigned has the right to accept or reject all or any quotation without assigning any reason thereof.

Sd/-
Superintendent
Mekhliganj Sub Correctional Home

No. **655** /07/FB

Date : **24.12.18**

Copy forwarded for kind information with the request to public display of the QUOTATION NOTICE :

1. The Sub-Divisional Officer, Mekhliganj, Cooch Behar.
2. The Block Development Officer, Mekhliganj, Cooch Behar.
3. The Superintendent, Sub Divisional Hospital, Mekhliganj, Cooch Behar.
4. The Chairman, Mekhliganj Municipality, Cooch Behar.
5. The Post Master, Mekhliganj Post Office, Cooch Behar.
- ✓ 6. The DIO, NIC, Cooch Behar – with the request to publish the Quotation Notice in the District Website.
7. Notice Board, Mekhliganj Sub Correctional Home, Cooch Behar.

Sd/-
Superintendent
Mekhliganj Sub Correctional Home

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23/12/18