

Government of West Bengal
Paschim Banga Society for Skill Development
District Project Management Unit (DPMU) – Kolkata
Department of Technical Education Training and Skill Development
Karigari Bhavan, Action Area III, Rajarhat, New Town, Kolkata, 700160

Memo No: -I/639793/2025

Date: -14-05-2025

Notice Inviting Quotation

Sealed quotations are hereby invited by the undersigned from reliable, resourceful, bonafide and experienced Individual/Firm/Agencies for printing & supply of Banners/Flexes and Leaflets. The quotation will be submitted in sealed cover super scribing "Quotation for Printing and supply of Banners/Flexes & Leaflets" at room no. 326, Karigari Bhaban, 3rd Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160.

The bid should be addressed to the Vice-Chairperson, Kolkata DPMU, PBSSD, Karigari Bhaban, 3rd Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160 on or before 5.00 P.M. of 21-05-2025.

Scope of Work:- Printing and supply of Banners/Flexes & Leaflets for the purpose of promotion and advertisement of Utkarsh Bangla Scheme.

Sl. No.	Items	Description of Items
1	Banner/Flex	Size: 1) 5" x 4" 2) 4" x 3" 3) 6" x 4" 280 GSM Multicolor Printing as per design to be provided by the Kolkata DPMU.
2	Leaflet	Size:- Half of A4 Paper 135 GSM Glossy Paper Multicolor Printing as per design to be provided by the Kolkata DPMU.

Terms & Conditions:-

1. The intending quotations will have to quote their rates in the specific schedule of Item as per **Annexure-I** of this NIQ.
2. Rates are inclusive of Cost of all Taxes and any other Charges (if any) in complete stage.
3. The quotationers are required to quote their Rates both in Figures as well as in Words.
4. The quotation must be valid for a period of at least 01 (Year) from the date of issuance of work order. It may be extended further for the period of 01(One) Year, subject to mutual agreement and satisfactory performance.
5. **Self attested copy of Valid Trade License, GST and PAN must be submitted with the Annexure-I.**
6. Income Tax & GST will be deducted as applicable as per Government Rules.
7. NIQ must be sealed in an envelope and reference number should be written very clearly on the envelope without which PBSSD is not liable for opening of quotations in any circumstances.
8. Only submission of rates/NIQ doesn't confirm subsequent supply order.
9. If required PBSSD may withdraw NIQ any point of time without assigning any reasons thereof.
10. Submission of the only NIQ or being L1 in NIQ does not bind PBSSD to place the supply order in any circumstances and decision of the competent

S. Khatun
18/05/2025

authority will be final & binding on all.

11. Payment on successful supply will be made only after receipt of the certified payment voucher not below the rank of OSD, PBSSD.
12. Submission of rates only assumes that party as agreed all the terms & conditions of PBSSD and will abide by that in all circumstances.
13. The competent authority of PBSSD reserves the all right to reject any quotations without assigning any reasons thereof or can cancel whole NIQ or parts thereof at any point of time without assigning any reasons thereof.
14. No. conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
15. The Decision of the Chairperson, KOLKATA DPMU, PBSSD is final & binding on all.


Vice-Chairperson, Kolkata DPMU
14/05/2025

Copy for wide circulation to:

1. Notice board of PBSSD
2. PBSSD Website (PBSSD.GOV.in)

(Must be printed on Quotationer letter head)

Annexure-I

Scope of Work:- Printing and supply of Banners/Flexes & Leaflets

(Ref.:- NIQ vide no. ----- Dated:-----)

Sl. No.	Items	Description of Items	Unit Rate (In Rs.)
1	Banner/Flex	Size: 5" x 4" 280 GSM Multicolor Printing as per design to be provided by the Kolkata DPMU.	
2	Banner/Flex	Size: 4" x 3" 280 GSM Multicolor Printing as per design to be provided by the Kolkata DPMU.	
3	Banner/Flex	Size: 6" x 4" 280 GSM Multicolor Printing as per design to be provided by the Kolkata DPMU.	
4	Leaflet	Size:- Half of A4 Paper 135 GSM Glossy Paper Multicolor Printing as per design to be provided by the Kolkata DPMU. <i>For One Side printing</i>	
5	Leaflet	Size:- Half of A4 Paper 135 GSM Glossy Paper Multicolor Printing as per design to be provided by the Kolkata DPMU. <i>For Both Side printing</i>	

I do hereby agree to supply the above mentioned item as per direction of DNO, Kolkata DPMU and also agree to abide by the terms & conditions of Notice Inviting Quotation (NIQ).

Name of the Agency:-

Full Address:

Signature of quotationer:

Contact No:

Date :

S. Chakrabarty
15/08/2025