

WEST BENGAL INFORMATION COMMISSION

Khadya Bhaban,
11A, Mirza Ghalib Street,
Kolkata-700 087
Ph. No. (033)2252-0509
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Website : www.wbic.gov.in
E-mail : scic-wb@nic.in

Memo No. 195-WBIC/8/2025-SECY(WBIC)-WBIC

Date 06.02.2025

NOTICE INVITING QUOTATIONS

Sealed Quotations are hereby invited by Secretary, West Bengal Information Commission, Khadya Bhaban, 11 A, Mirza Ghalib Street, Kolkata 700087 reputed company/registered agencies /Firms/Co-operatives and other registered agencies with *eligibility criteria mentioned below, to print its Annual Report 2022 as per the specification detailed below.

Sl No.	Description	Quantity	Rate of Each Book inclusive of all taxes
1	Annual Report book: Text 30 - 32 pages; leaf 32; 60 GSM paper & cover 120 GSM; Book binding / Finished Size: Size: "21cm X 29.7cm" Single colour printing; Cover page Multi colour printing; Rate to be given for each book including DTP charges, Graphic charges, cutting and binding. Printing on paper should be Offset Printing through CTP/CTCP/CTP-VIOLET plate for single and Multicolour Printing due to durability. No Polymer plate printing is allowed for such type of printing.	450	


***Eligibility Criteria**

Only those firms / Printing article Supplier (having Trade License for such type of business) who have experienced in such type of job of at least 3 Years will be eligible. **Three(3) years of Experience in supplying printed articles execution certificate along with photocopy of W.O. must be submitted.**

The company / agencies should have to abide by the following terms and conditions:-

1. The undersigned reserves all the rights to cancel/reject any or all quotations without citing any reason whatsoever.
2. Quotations for printing above mentioned book must be addressed to the Secretary, West Bengal Information Commission, Khadya Bhaban, 11 A, Mirza Galib Street, Kolkata 700087.
3. Sealed quotations will be received by this office from **06.02.2025 to 24.02.2025** during office hour.
4. The quotations will be opened on **25.02.2025** at 11 a.m.

5. Specification of the items in all respect would not be altered or deviated otherwise the quotation will be rejected.
6. Quotation must be given in the letter head of the supplier/agency in sealed envelope.
7. Rates should be quoted in figure and words and duly signed by the authorized person with seal.
8. Quotation must be accompanied with Valid Trade license, PAN Card, Latest IT return GSTIN, Three (3) years of Experience in supplying printed articles execution certificate along with photocopy of W.O.
9. Books should be delivered at the office of this Commission within 21 days after issuance the work order.


OSD & EO Deputy Secretary
West Bengal Information Commission

Memo No. 195/1(1)-WBIC/8/2025-SECY(WBIC)-WBIC

Date 06.02.2025

Copy forwarded to the Special Secretary, Personnel and Administrative Reforms & e-Governance Department, Nabanna, 325, Sarat Chatterjee Road, Howrah – 711102 with a request to upload the NIQ in the official website of Personnel and Administrative Reforms & e-Governance Department.

~~OSD & EO Deputy Secretary
West Bengal Information Commission~~

Memo No. 195/2(4)-WBIC/8/2025-SECY(WBIC)-WBIC

Date 06.02.2025

Copy forwarded for information to :-

1. The Sr. P.S. to Hon'ble State Chief Information Commissioner, West Bengal.
2. The Finance officer, West Bengal Information Commission.
3. The System Administrator, West Bengal Information Commission with a direction to upload the NIQ in the official website of West Bengal Information Commission.
4. The Establishment Section, West Bengal Information Commission for displaying the NIQ in the Commission's Notice Board.

~~OSD & EO Deputy Secretary
West Bengal Information Commission~~