



Government of West Bengal
Information & Cultural Affairs Department
Nabanna, 325. Sarat Chatterjee Road
Howrah- 711 102

No. 886/ICA/HSC

Date: 09/09/2024

Quotation Notice

In connection with the observance of birth anniversary of Gandhiji scheduled to be held on 02.10.2024 , sealed quotations are invited by the undersigned on behalf of the Information & Cultural Affairs Department, Government of West Bengal from the bonafide and reputed agencies having sufficient experience for floral decoration of half bust statue of Mahatma Gandhi at Gandhi Bhaban, Beliaghata, Kolkata and floral items as mentioned in the annexure. Interested bidder may submit their quotation papers as per annexure.

The quotation forms, quotation documents containing detailed specifications, terms and conditions etc. shall be obtained from the following address on the basis of the applications of the interest bidders.

Hospitality & State Ceremonies Wing, room no.- 906, Information & Cultural Affairs Department, Government of West Bengal, Nabanna, 325. Sarat Chatterjee Road, Howrah- 711102 or the quotation form may be downloaded from the website: www.wb.gov.in/ www.egiyebangla.gov.in

The quotation document will be available between 11 am to 5 pm from 10.09.2024 to 16.09.2024 and the last date of submission of duly filled up quotation papers is on 18.09.2024 up to 1 pm. Duly filled up quotation paper shall be submitted at the quotation box kept in the above mentioned address. The bid will be opened on 19.09.2024 at 3 pm in the conference room (room No. 901), Information & Cultural Affairs Department, Government of West Bengal, Nabanna, 325. Sarat Chatterjee Road, Howrah- 711102.

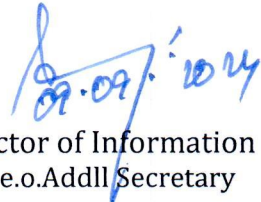

Director of Information
& e.o. Addl Secretary

No. 886 / 1(5)/ICA/HSC

Date: 09/09/2024

Copy forwarded for favour of kind information and necessary action for wide publicity to:

1. The Asst. Director of Information, I&CA Dept., Govt. of West Bengal.
2. The Dy. Secretary, I&CA Dept., Govt. of West Bengal
3. The Registrar, I&CA Dept., Govt. of West Bengal
4. The Senior Software Developer, I&CA Dept., Govt. of West Bengal
5. Office Copy


Director of Information
& e.o. Addl Secretary

Bid Letter Form

(To be filled by the bidder)

From : _____

Date:

(Registered name and address of the Bidder.)

To: Director of Information & E.O. Addl Secretary,
Department of Information & Cultural Affairs,
325, Sarat Chatterjee Road,
Howrah-711102.

Sir / Madam,

Having examined the quotation documents, I/we the undersigned, offer the rates as per prescribed Financial Bid Format for the following works as per detailed in the bid document in response to your **'Notice inviting Quotation vide your No. 886/ICA/HSC Date: 09.09.2024** for the work related to floral decoration of statue of Mahatma Gandhi at Mayo Road and floral items in c/w observance of Birth Day of Gandhiji.

If our Bid is accepted, we undertake to:

1. Implement the prescribed work as per delivery schedule in conformity with the bid documents at the rate as offered by us in the bid document.
2. Submit all contractual documents as required in the bid document.
3. Abide by all the terms & condition as mentioned in the Quotation Documents.
4. Maintain validity of the contract until completion of the programme from the date of opening of the quotation as specified in the bid documents that shall remain binding upon us on acceptance of our offer.
5. All quotation papers duly signed by the authorized person are enclosed herewith.

Dated. this ____ day of _____.

Witness:

Signature:

Address:
.....).

(in the capacity of Duly Authorised to sign bid for and on behalf of

ANNEXURE I

(Enclosure to quotation notice no. 886/ICA/HSC Date: 09.09.2024

Financial Bid Format

(Price to be quoted here in this sheet)

The work related to floral decoration of half bust statue of Mahatma Gandhi at Gandhi Bhaban, Beliaghata and floral items in c/w observance of birth anniversary of Gandhiji

Venue : **Statue of Mahatma Gandhi at Gandhi Bhaban, Beliaghata, Kolkata.**

Sl. No.	Name of the job	Detailed specification	Quantity	Unit	Rate	Amount
1.	Decoration of statue & supply of floral items as mentioned below					
	a)Half bust Statue Garland (Multi Colour)	1 No. (5" dia.) (as per statue height)	1	Gross		
	b)Extra Special Wreath	5 Nos.				
	c) Decoration of statue railings, columns etc.	15 running ft.				
	d) Rose petal with tray	1 Kg.				
	e) Flower bunch	8 Nos.				
	f) Decoration of base of the statue with floral chain	As required				
2.	Govt. taxes		1	Gross		
	Grand Total					

Date :

Signature of the Bidder

Stamp:

ANNEXURE II

To,
The Director of Information &
E.O. Addl Secretary,
I & C A Department,
Nabanna, Howrah

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.] regarding Appointment of an Agency for the work related to **“floral decoration of half bust statue of Mahatma Gandhi at Gandhi Bhaban, Beliaghata and floral items in c/w observance of birth anniversary of Gandhiji”** being organized by I & C A Department.

I declare that I/ my agency or firm will abide all the Terms & Conditions as mentioned in the Quotation document. I also declare that I have the ability to execute the order within very short notice as when required and for compiling the same with adequate owned mobility facility and resourceful permanent manpower .

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address: