

**Office of the Chief Executive Officer
Fish Farmers' Development Agency, South 24 Parganas
New Administrative Building (6th floor)
Alipore, Kolkata-700 027**

Memo No:156

Date:09.02.2024

NOTICE INVITING QUOTATION

Sealed Quotation for "Supplying of materials like writing Pad, Pen, folder etc" for 3-days training programme on "Scientific pisciculture of different fish species with special reference to Composite fish culture" in different blocks of South 24 Parganas for Matsyajeebi Credit Card (MJCC) beneficiaries is hereby invited from bonafide agency/contractor/individuals/quotationer by the **Chief Executive Officer, Fish Farmers' Development Agency, South 24 Parganas** on behalf of the Governor of West Bengal in pursuance to Memo No:158(28)/FTR-2/17/2013(P-II) dated.09.02.24 of Director of Fisheries, West Bengal & 257(3) -FI-29/3/2022 dated.25.01.24 of Fisheries Department.

Quotation details for "Supplying of materials like writing Pad, Pen, folder etc" for 3-days training programme on "Scientific pisciculture of different fish species with special reference to Composite fish culture" as per list attached herewith as **Annexure-A**.

Intending bidders must have valid Trade license (optional), PAN and GST. They are requested to quote the rate in Rs. Per No. or per unit against each item mentioned in above table observing the terms and conditions of supply as per enclosed proforma. The above cited rates are inclusive of all taxes, carrying cost and other charges if any. The quality of supply and quantity of materials shall conform to the specification, terms & condition of the said quotation.

The quotation documents to be addressed to the Chief Executive Officer, Fish Farmers' Development Agency, South 24 parganas on behalf of Governor of West Bengal and the envelop should be marked as "Supplying of materials like writing Pad, Pen, folder etc" for 3-days training programme on "Scientific pisciculture of different fish species with special reference to Composite fish culture".

The quotations as cited will be accepted upto 16th February, 2024(within 12 hours) and opened at 1 P.M on the same day in presence of intending bidders or their authorized representatives.

The undersigned reserves the right to accept or cancel all quotation without assigning any reasons and not bound to accept the lowest quotation.

(Handwritten Signature)

**Chief Executive Officer
Fish Farmers' Development Agency
South 24 Parganas**

Date:09.02.2024

Memo no:156/1(13)

Copy Forwarded for information and taking necessary action to:-

1. The Sabhadhipati, Zilla Parishad, South 24 Parganas & Chairman,FFDA, South 24 Parganas.
2. The Director of Fisheries, West Bengal, 31,G.N.Block, Sector-V,Salt Lake City, Kolkata-700091.
3. The District Magistrate, South 24 Parganas & Executive Vice Chairman,FFDA, South 24 Parganas.
4. The Addl .District Magistrate (Dev.) , South 24 Parganas.
5. The Karmadhakshya, Matsyo-O-Prani Sampad Vikash Sthayee Samity, Zilla Parishad, South 24 Parganas.
6. The Deputy Director of Fisheries, Kolkata Zone.
7. The District Informatics Officer, NIC, South 24 Parganas with a request to publish in the district website.
8. The DICO, South 24 Parganas.
9. -11. The Assistant Director of Fisheries. (Normal, Brackish & Marine) of South 24 Parganas District with a request to publish in his/her notice board for wide publication.
12. The Account Section of this establishment.
13. Notice Board of this Office.

(Handwritten Signature)

**Chief Executive Officer
Fish Farmers' Development Agency
South 24 Parganas**

Terms & Conditions for supply of materials like “Supplying of materials like writing Pad, Pen, folder etc” for 3-days training programme on “Scientific pisciculture of different fish species with special reference to Composite fish culture”

1. Quality and Quantity of Supplying of “Supplying of materials like writing Pad, Pen, folder etc”.

(a) The Supplier/Quotationer shall fulfill the following conditions for “Supplying of materials like writing Pad, Pen, folder etc.” as per specification (Please see annexure):

If the conditions are not fulfilled by the supplier, the implementing authority or his/her representative (s) reserves the right to reject the items.

(b) The quantity of “Supplying of materials like writing Pad, Pen, folder etc.” shall be supplied to the delivery points as per the direction of the implementing authority.

(c) The “Supplying of materials like writing Pad, Pen, folder etc.” rejected by the implementing authority or his / her representative(s) shall be replaced by the supplier in his own costs on the date fixed by the implementing authority.

(d) No compensation for any damage due to rain or traffic or any other cause during the execution of the work will be made.

(e) The supplier or his /her authorized representative (s) should remain present at the time of delivery of “Supplying of materials like writing Pad, Pen, folder etc.” with due challans. Otherwise the said consignment of items will not be accepted by the implementing authority or his / her representative(s).

2. Cost and Delivery of the items:

(a) The delivery of “Supplying of materials like writing Pad, Pen, folder etc.” will be made up to specified delivery points & time as would be fixed by the implementing authority of concerned districts in accordance with rates quoted by the Supplier.

(b) The supply of “Supplying of materials like writing Pad, Pen, folder etc.” to the specified delivery points shall be made by the supplier at his / her own cost and arrangements upto the full satisfaction of the implementing authority or his / her representative (s).

(c) The Supplier shall not be entitled to charge any cost for the transportation, labour or any other fees, taxes, duties or any other incidental charges, if required in connection of the delivery of “Supplying of materials like writing Pad, Pen, folder etc.”.

(d) The Supplier shall be responsible for any damage during transportation caused by improper packaging and handling/any other.

(e) The date, time and delivery points will be provided by the implementing authority well in advance. The supplier shall supply “Supplying of materials like writing Pad, Pen, folder etc.” in accordance with the direction of implementing authority.

(f) The implementing authority reserves the right to change the specified date, time and delivery point for any reasonable ground or grounds and accordingly the Supplier shall be responsible to deliver of “Supplying of materials like writing Pad, Pen, folder etc.” by own arrangements. No extra transportation cost for delivery of “Supplying of materials like writing Pad, Pen, folder etc.” will be claimed by the Supplier.

(g) The supplier shall not make any representation for deviation from their quoted rates and /or terms and conditions which may cause any delay in supply of “Supplying of materials like writing Pad, Pen, folder etc.” as it will be counted as bad performance.

3. Mode of Payment:

- (a) That supplier shall produce correctly prepared bills / invoices (in triplicate) along with delivery challans (in duplicate) confirming receipt of **“Supplying of materials like writing Pad, Pen, folder etc.”** in good condition with proper specification by the representative (s) of implementing authority at delivery points and bank accounts details (Account No, IFS code, Mobile No., Bank & Branch name)
- (b) The implementing authority forwards the bills/ invoices with necessary certificates and documents to the Drawing & Disbursing Officer (who is the authorized officer of Fisheries Directorate) to make payment to the supplier.
- (c) The Drawing & Disbursing Officer (DDO) will make payment to the supplier through DBT mode as per financial norms.
- (d) No advance payment is allowed.
- (e) Admissible payment/part payment will be made when fund will be available.

4. **Work Done Certificate:** On satisfactory completion of work, the Implementing Authority shall provide work completion/done certificate to the supplier.



**Chief Executive Officer
Fish Farmers' Development Agency
South 24 Parganas**

(ANNEXURE-A)

**List of Items to be supplied for office purposes under Chief Executive Officer,
Fish Farmers' Development Agency, South 24 Parganas**

Sl. No.	Name of Items	Quantity(nos)	Rate per (no./unit)	Total Amount(Rs.)	Remarks
1	Writing Pad	160			
2	Pen(Good Quality)	160			
3	Good Quality Folder for carrying Training materials & pH paper(Merck)	160			
4	Printing charges of Certificate	160			
5	Printing charges of training materials (Books, leaflet etc.)	175			
6	Flex(Size-4'X6')	5			
Total					



**Chief Executive Officer
Fish Farmers' Development Agency
South 24 Parganas**

Proforma for submission in ref to NIQ Memo No.:156 dated.09.02.24

Sl. No.	Name of Items	Quantity(Nos.)	Rate per (no./unit)	Total Amount(Rs.)	Remarks
1	Writing Pad	160			
2	Pen(Good Quality)	160			
3	Good Quality Folder for carrying Training materials & pH paper(Merck)	160			
4	Printing charges of Certificate	160			
5	Printing charges of training materials (Books, leaflet etc.)	175			
6	Flex(Size-4'X6')	5			
Total					

If my quoted rate is accepted then I shall abide by the T & C as mentioned in the NIQ (NIQ Memo No.:156 dated.09.02.24 for supplying of above items.

Date :

Signature of Supplier/Dealer
Stamp :