

Notice Inviting Quotation No – NSTIAM/Director/02/2025-26/ dated 23-04-2025

It is being informed to all concerned agencies that this office requires maximum upto **235 numbers of Laptop bags (Made with jute cotton) including designing and printing**, followed by delivery of the said items to this Institute, which shall be distributed as a part of training material, to the trainees who will participate in the training program conducted by this Institute for the F.Y 2025-26.

The specification of **Laptop bag** is given below:

Laptop Bag (Made with jute cotton) Size 15" X 12" X 4". Front flap, chained front pocket, laptop pocket with lock, Cotton long and short handle (1.5"), metal adjuster and puller, foamed body, including Printing (as per the sample available at this office)

Order shall be given in advance to the selected agency for delivering the said item "as and when needed" basis as well as training basis. Materials shall have to be delivered with-in 10 working days after placing the order.

A maximum amount of Rs. **420/- (four hundred and twenty only) per piece of such printed laptop bags including all taxes with delivery at the Institute** shall be considered.

In light of the above, all interested agencies are requested to submit their sealed quotation in their official letterhead as per the prescribed format "Annex- A", which may be collected from the Accounts Section of the Institute during all working days from 11:00 AM to 4:00 PM by depositing a non refundable NIQ fees of Rs. 500/- (Rupees five hundred only) through Cash/Demand Draft in favour of "WBSMB-NSTIAM", payable at Baidyabati from 30/04/2025 to 07/05/2025 upto 11:00 AM.

Last Date of submission of the Quotation at **1:00 PM of 07/05/2025** in the locked 'Tender Box' kept in the said office address.

Opening of the quotation shall be done **on 08-05-2025 at 12:30 P.M.**

Any modification in the content of the 'Annex- A' shall invite cancellation of the candidature of the Agency. The submitted quotation shall be unconditional.

Interested agencies may visit to the Institute in all working days from 11:00 AM to 4:00 PM to see the sample of the Bag.

The undersigned reserves all right to accept or reject any/all quotation without assigning any reason whatsoever.

Director, NSITAM