



EMPLOYEES' STATE INSURANCE CORPORATION  
MINISTRY OF LABOUR AND EMPLOYMENT, GOVT. OF INDIA  
REGIONAL OFFICE, "PANCHDEEP BHAWAN"  
5/1, GRANT LANE, KOLKATA-700012  
ISO 9001: 2008 CERTIFIED  
PH: 22364451/55, TOLL FREE NO- 18003454454  
WEBSITE:- [www.esicwestbengal.org](http://www.esicwestbengal.org)  
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No. C/AG-2/15/32/Tender/Genl Items/2015(G)

Date: 16.8.16

To,  
M/s \_\_\_\_\_  
\_\_\_\_\_

**Sub: Limited Tender for procurement of file cover**

Sir,

This office intends to procure the following items. You are requested to quote your best rate in a sealed envelope latest by 4.00 p.m on 26.8.16.

Sl. No.	Name of article	Specification of papers	Quantity
1	File Cover ( Thin)	AS per sample	15000 nos
2	File Cover (Thick)	AS per sample	27000 nos

**Terms & conditions :-**

1. Security deposit @ 5% of order value to be deposited by the successful bidder within 07 days of issuance of purchase order. The said amount will be released after 14 months.
2. Supply to be made at Regional Office Store within 15 days of receipt of the purchase order.
3. The rate quoted should be valid for one year from the date of issuing of purchase order. This office may place supply order of any quantity subsequent to this procurement, at any time during this one year to the successful bidder who shall be liable to supply the items at the quoted rate.
4. Bidders are required to submit one Demand Draft in favour of ESI A/c for Rs. 3,000/- (Rupees ~~Six~~ <sup>Three</sup> thousand only) along with the quotation as EMD.
5. APS stand for 'As per sample' which is available at Regional Office Store. Vendor participating in tender may visit R.O store between 11 a.m to 5 a.m on any working day to take cognizance of the sample.

6. Agency will invariable quote as per Sl. No. and format given. In case agency is unable to participate in any item the column Sl. No. for the respective items will be filled up with 'NP' (Not Participating) but skipping of Sl. No. may lead the tender canceled.
7. ESI Corporation reserves the right of rejection/acceptance of tender without assigning any reason. The decision of the Regional Director will be final.
8. Participating agency will submit mandatory documents namely copy of PAN Card, Valid Trade Licence, One supply Order issued by any Govt. agency within last two years.
9. Vendor should ensure that all pages of tender documents are invariably duly authenticated by an authorized person of the vendor with rubber stamp.
10. Envelope should be superscribed "Quotation for supply of File Cover.
11. The quotation will be opened at ESIC, R.O, W.B Region , 5/1, Grant Lane, Kolkata- 700 012 at 4.00p.m on 26.08. 2016.

Yours faithfully,

  
Dy. Director(Genl.)  
For Regional Director