



WEST BENGAL BOARD OF SECONDARY EDUCATION
Nivedita Bhavan, Block-DJ-8, Sector-II, Karunamoyee, SaltLake, Kolkata- 700 091

Memo.No. QN/09/2025-26

Dated: 23-12-2025

Notice inviting Quotation No. 09 of 2025-2026

Sub: Purchase of Riso Consumables for Risograph Machine Model No-CZ-180
Time Allowed : 1 Year

Sealed Quotations are invited from the bonafide Agencies for Purchasing of Riso Consumables for Risograph Machine Model No-CZ-180 at West Bengal Board of Secondary Education, Nivedita Bhawan, DJ-8, Sector-II, Salt Lake, Kolkata-700091.

Model/Specification:

(Attached with this NIQ)

1. Price Bid (in Company's Letter head) is to be submitted in the following format:

Sl. No.	Details of Items	Specification	Unit	Rate without Taxes(Rs.)
1	Riso Ink	Risograph Model CZ 180	1 Pc.	
2	Riso Master Roll	Risograph Model CZ 180 (B4 Size)	1 Pc.	

2) **Submission of Tender:** Interested Agencies may submit their quotation in the Quotation Drop Box at the Chamber of the Finance Officer, at 7th Floor, Nivedita Bhavan, Sector-II, DJ-8, Salt Lake, Karunamoyee, Kolkata-700091 addressed to The Secretary, West Bengal Board of Secondary Education, superscribed "Quotation for Purchasing of Riso Consumables for Risograph Machine Model No-CZ-180 for WBBSE within 15:00 hrs on 31-12-2025. The NIQ will be opened on the same day at 16:00 hrs. Quoter may remain present at the time of opening of the quotations.

3) **Documents to be submitted:**

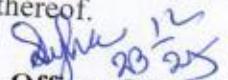
- i) Photocopy of Valid Trade License (Self attested).
- ii) Photocopy of Valid PAN. (Self attested).
- iii) Photocopy of Valid GST Certificate (Self attested).
- iv) Photocopy of Valid P.Tax Certificate (Self attested).

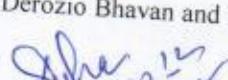
Terms and Conditions:

- i) **Payment Terms:** Payment will be made after satisfactory completion of job.
- ii) Tender Committee of WBBSE reserves the right of not accepting the lowest quotation or rejecting any or all the quotations without assigning any reason thereof.

Copy to:-

1. Tender Committee Members- with request to kindly attend opening on said date & time.
2. P.A to President
3. Secretary Unit
4. Caretaker with request to put up on Notice Boards at Head Office Park Street, Derozio Bhavan and Nivedita Bhavan, WBBSE.
5. O.S Security
6. Files


Finance Officer, WBBSE


Finance Officer, WBBSE