



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

Memo.No. QN/09/2025-26

Notice inviting Quotation No. 09 of 2025-2026

Dated: 23-12-2025

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:**

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

Terms and Conditions:

- Payment Terms:** Payment will be made after satisfactory completion of job.
- 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.

[Signature]
23/12/25

Finance Officer, WBBSE

Copy to:-

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

[Signature]
23/12/25

Finance Officer, WBBSE