

Notice Inviting Quotation

Procurement of Turntables/ Banding Wheels/ Decorating Wheels

Ref. No.: NEWS/TENDER/2026-2027/009

Date: 12.10.2026

Nature Environment and Wildlife Society (NEWS), having its Registered Office at 10, Chowringhee Terrace, Kolkata 700020 and Administrative Office at 5, Bakul Bagan Row, Bhowanipore, Kolkata, West Bengal 700025, invites quotations from qualified and eligible manufacturers, dealers and suppliers for the supply and delivery of 110 manually operated turntables for terracotta and pottery work under its women's livelihood programme. Interested suppliers shall submit technical and financial quotations in accordance with this Notice Inviting Quotation (NIQ).

Scope of Supply

The selected supplier shall supply and deliver the following equipment:

Sl. No.	Equipment	Utility	Quantity
1	Turntable / Banding Wheel / Decorating Wheel	Pottery/ Clay work	110 units

The quoted prices shall include transportation, packing, loading, unloading and delivery to the designated location.

Technical Specifications

Specification	Requirement
Operation	Manually operated; suitable for terracotta clay and pottery work
Rotating plate material	Cast iron
Rotating plate diameter	12 inches
Rotating plate thickness	8 mm to 10 mm
Height adjustment	4-inch adjustment range; minimum overall height 9 inches and maximum overall height 13 inches
Height locking	Secure locking arrangement to hold the plate at the selected height
Rotation and stability	Smooth manual rotation; stable base; no excessive wobbling during use
Condition	New and unused

1. Delivery Location

The successful supplier shall deliver the equipment to Nature Environment and Wildlife Society (NEWS), Administrative Office, 5, Bakul Bagan Row, Bhowanipore, Kolkata, West Bengal 700025.

2. Delivery Period

The complete supply shall be delivered within 20 calendar days from the date of issue of the Purchase Order.

3. Documents to be Submitted

Suppliers shall submit the following documents:

- Valid trade licence (mandatory); business registration certificate, where applicable.
- GST Registration Certificate showing the GST number (mandatory).
- PAN card showing the PAN number (mandatory).
- Technical specifications and financial quotation in the prescribed format (Annexure 1).
- Product photographs or catalogue, where available.

4. Financial Quotation

The financial quotation shall clearly indicate:

- Unit price excluding GST, quantity and total basic price.
- Applicable GST rate and amount.
- Transportation, packing, loading, unloading and delivery charges, if separately itemised.
- Grand total inclusive of GST and all delivery-related charges.
- Validity of quotation: minimum 60 days.

Prices shall remain fixed throughout the contract period. The bid will be single stage. The contract shall be awarded to the supplier whose quotation is substantially responsive to the required specifications and offers cost effectiveness with satisfactory quality.

5. Payment Terms

Payment shall be made upon successful delivery and acceptance of all equipment, submission of the original invoice and supporting documents, and compliance with contractual requirements. Payment will be made through bank transfer only. Applicable taxes shall be clearly indicated in the quotation.

6. Submission of Quotations

The technical and financial quotation, together with all supporting documents, shall be submitted through either of the following modes:

By post: In a sealed envelope clearly marked “**Quotation for NEWS/TENDER/2026-2027/009, Date: 12.10.2026**”, addressed to:

Nature Environment and Wildlife Society (NEWS)
5, Bakul Bagan Row, Bhowanipore
Kolkata, West Bengal 700025

OR

By email: To tender@team-naturewildlife.org, with the subject line “**Quotation for NEWS/TENDER/2026-2027/009, Date: 12.10.2026**”.

Quotations submitted by either mode must be **received by 24.10.2026 at 13:00 hours (IST)**. Late submissions will not be considered.

7. Contact for Clarification

For any clarification regarding this NIQ, please contact:

Papai Dubey
Nature Environment and Wildlife Society (NEWS)
Email: papai.dubey@team-naturewildlife.org
Phone: 9934439992

8. Rights of the Purchaser

Nature Environment and Wildlife Society (NEWS) reserves the right to:

- Accept or reject any or all quotations.
- Cancel the procurement process without assigning any reason.
- Request additional information or clarification from bidders.
- Negotiate with the selected supplier where necessary.
- Reject equipment not conforming to the specifications. Rejected or defective items shall be replaced by the supplier at no additional cost.
- Award the contract in whole or in part, if deemed to be in the best interest of the project.

NEWS will verify plate material, dimensions and thickness, height adjustment and locking, smooth rotation and stability before accepting the equipment.

We look forward to receiving your quotation and appreciate your interest in supporting women's livelihood activities through the provision of quality terracotta and pottery equipment.

Schedule of the Bid

Sl. No.	Activity	Date and time
1	Date of issue of the Notice	12.10.2026
2	Date of uploading on the website	12.10.2026
3	Last date and time for submission of bids	24.10.2026 at 13:00 hours
4	Date and time for opening of bids	26.10.2026 at 13:00 hours

- The bid will be single stage, to discover competitive prices for an item with well-defined technical specifications.
- Quotations that do not demonstrate compliance with the required technical specifications will be rejected, irrespective of the price quoted.
- Bidders may attend the opening of bids at the NEWS office with hard copies of all relevant documents.

Papai Dubey

Authorised Signatory
Papai Dubey
Project Manager
Nature Environment and Wildlife Society (NEWS)

Annexure 1 Format for Quotation

Ref. No.: NEWS/TENDER/2026-2027/009

Date: 12.10.2026

Procurement of 110 Turntables / Banding Wheels / Decorating Wheels

Supplier name: _____

Address: _____

Contact number: _____

email: _____

GST number: _____

PAN number: _____

Trade licence number: _____

A Technical Specifications

Specification	Supplier's offered specification
Company / brand / model	
Operation	
Rotating plate material	
Rotating plate diameter	
Rotating plate thickness	
Height adjustment	
Height locking	
Rotation and stability	
Condition	

Supplier's authorised signature and seal: _____

Annexure 1 Format for Quotation Continued

Ref. No.: NEWS/TENDER/2026-2027/009

Date: 12.10.2026

Procurement of 110 Turntables / Banding Wheels / Decorating Wheels

Supplier name: _____

B Financial Quotation

Particulars	Quoted amount or details
Unit price excluding GST	₹ _____
Quantity	110 units
Total basic price for 110 units	₹ _____
GST rate and total GST amount	_____ %; ₹ _____
Total price inclusive of GST	₹ _____
Transportation and other delivery charges (if separately itemised)	₹ _____
Grand total inclusive of GST and all charges	₹ _____
Quotation validity (minimum 60 days)	_____ days
Delivery period from Purchase Order	_____ days
Warranty, if any	_____

We confirm that the offered equipment meets the NIQ specifications and that the grand total includes all applicable taxes and delivery-related charges.

Date: _____

Place: _____

Supplier's authorised signature and seal: _____