



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.
(A Government of West Bengal Undertaking)
11A, Mirza Ghalib Street, Kolkata-700 087.

E-TENDER DOCUMENT

Memo no.: **ECSC/store/97/2016/1122**

Date: **06/09/2024**

E-tender is invited for supply of stationery articles/items for office use mentioned in Annexure-I attached herewith from bonafide Supplier/Co-Operative Society having GST registration as per norms. Terms & Conditions of this E-tender are also mentioned below. The specimen copies or samples of each article/item which are available at the Central Store, General Service Division, WBECSCL Ltd., 2nd floor, Block-B, Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata 700087 for ready reference purpose. The stationery articles are to be delivered at above mentioned address.

E-tender Documents will be available on & from 09/09/2024 at 3:00 p.m. at **www.wbtenders.gov.in**. It can be viewed at **www.wbecscegovernance.com**

:Closing date and time:

Submission of the Technical and Financial bid on or before 30/09/2024 up to 3:00 p.m. (Online). Pre bid meeting will be held at 01:00 p.m. on 17/09/2024 at H.Q., Block-B, WBECSCL Ltd.

The Bidders should furnish an Earnest money of Rs.20000.00 (Rupees twenty thousand only) and that should be deposited online through E-tender portal by 30/09/2024 before 3:00pm.

Details of date and time schedule is mentioned at Appendix-IV.

The Financial Offer of the prospective Bidder will be considered only if the Technical aspect of such Bidder is found qualified by the authority of the Corporation. The decision of the Corporation will be final and binding upon in this regard.

Tenders comprising both technical and financial bids are to be submitted concurrently, digitally signed and to be uploaded in the website: www.wbtenders.gov.in

Stationery Articles/Items

Annexure-I

Sl. No.	STATIONERY ARTICLES	Unit	Sl. No.	STATIONERY ARTICLES	Unit
1	A4 Page (Ream) (70 GSM) (B2B/J K Copier/Trident)	Ream	21	Sharpener (Camel/Apsara/Nataraj) (Rate per box of 20 sharpeners)	Box
2	FS Page (Legal page) (Ream) (70 GSM) (B2B/J K Copier/Trident)	Ream	22	Eraser (Camel/Apsara/Nataraj) (Rate per box of 20 erasers)	Box
3	A4 Bond paper (J K)	Ream	23	Blue gel pen (Cello/Linc/Flair) (Rate per pen)	Piece
4	Green page (L-size) (B2B/J K Copier)	Ream	24	Black gel pen (Cello/Linc/Flair) (Rate per pen)	Piece
5	Carbon Paper (Kores/ Camel) (Rate per pad of 100 sheets) (210 mm x 330 mm)	Pad	25	Red Gel Pen (Cello/Linc/Flair) (Rate per pen)	Piece
6	Art Paper	Piece	26	Green gel pen (Cello/Linc/Flair) (Rate per pen)	Piece
7	One hole Punching machine (Kangaro)	Piece	27	Good Quality Blue ball point Pen (Cello/Linc/Flair) (Rate per pen)	Piece
8	Two hole Punching machine (Kangaro)	Piece	28	Good Quality Black ball point Pen (Cello/Linc/Flair) (Rate per pen)	Piece
9	Arch File	Piece	29	Good Quality Red ball point Pen (Cello/Linc/Flair) (Rate per pen)	Piece
10	A4 Plastic 'L' Folder (Transparent) (Rate per piece)	Piece	30	Luxor pilot V5 (Hi-techpoint 0.5) Pen	Piece
11	A3 Plastic 'L' Folder (Transparent) (Rate per piece)	Piece	31	Rorito Fiver Point Pen (Blue/ Black)	Piece
12	A4 Plastic button Folder (Transparent) (Rate per piece)	Piece	32	Marker Pen (Artline/Cello/Linc) (Rate per pen)	Piece
13	A3 Plastic button Folder (Transparent) (Rate per piece)	Piece	33	Highlighter Pen (Faber-Castell/Luxor/Cello) (Light Green , Orange & Yellow) (Rate per pen)	Piece
14	A4 Cover file/plastic folder	Piece	34	Correction pen (Faber-Castell/Luxor/Cello) (Rate per pen)	Piece
15	A4 L-folder(multi-color)	Piece	35	Luxor OHP/CD/DVD Pen (Blue, Green, Black, Red)	Piece
16	FS L-folder(multi-color)	Piece	36	Rorito Permanent Marker Pen (Blue, Green & Red)	Piece
17	Good quality Gum(Squeeze Bottle) (Camel/Fevi gum/Fevicol)	Piece	37	White board marker (Faber-Castell/ DOMS/Cello)	Piece
18	Gala seal	Piece	38	Pen stand	Piece
19	Glue Stick Non-Toxic Transparent Adhesive (25gm) (Fevistik) (Rate per piece)	Piece	39	Sketch pen (Camel/ Faber-Castell/ DOMS)	Piece
20	Pencil (Camel/Apsara/Nataraj) (Rate per box of 10 pencils)	Box	40	Stamp Pad Ink bottle (Faber-Castell/Camlin/Soni Officemate/ Gripex)	ml

Stationery Articles/Items

Annexure-I

Sl. No.	STATIONERY ARTICLES	Unit	Sl. No.	STATIONERY ARTICLES	Unit
41	Stamp Pad (Faber-Castell/Camlin/Soni Officemate/ Griplex) (Rate per pad of 110mm X 70 mm)	Piece	61	Towel (Big)	Piece
42	Wax seal stamp	Piece	62	Hand Towel	Piece
43	Self-ink stamp (Sun-stamper)	Piece	63	Face Tissue (Lakme/Kaya/Himalaya)	Packet
44	55mm Stainless Steel Binder Clip (Rate 12 pcs per Box)	Box	64	Cushion	Piece
45	James clip (Plastic coated)(100 per box) (Rate per box)	Box	65	Curtain Wash	Piece
46	File Tag (Rate per bundle) (100 pieces of one bundle)	Bundle	66	Table Cloth	Piece
47	File Flap (Rate per piece)	Piece	67	Towel Wash	Piece
48	Cello tape – Small transparent (24mm) (Rate per piece)	Piece	68	Cover basket (Plastic)(Medium) (Rate per piece)	Piece
49	Cello tape – Big Brown (72mm) (Rate per piece)	Piece	69	Coir Brush (big)	Piece
50	Cello tape – Big transparent (72mm) (Rate per piece)	Piece	70	Broom (Gala)	Piece
51	Cello tape transparent (24 inch)	Piece	71	Garbage bag	Packet
52	Stapler Machine (Big) (Kangaro) (Rate per piece)	Piece	72	Cleaning scrub pad	Piece
53	Stapler Machine 10D Small (Kangaro) (Rate per piece)	Piece	73	Tarpaulin (300sqft)	Piece
54	Small stapler Pin 10D (Kangaro) (Rate per box of 1000 staples-20X50)	Box	74	Dish Washing Gel (Vim/Pril)	Piece
55	Stapler Pin Big (Kangaro) (Rate per box of 1000 staples-20X50)	Box	75	Dish washing Bar (Vim/Pril)	Piece
56	Al-Pin (Rate per box)	Box	76	Hand Wash (Dettol/Godrej/Savlon)	Piece
57	Borer (Rate per piece)	Piece	77	Post-it-band (One colour) (Rate per piece)	Packets
58	Transparent Plastic Scale 12" (Nataraj/DOMS/ Faber-Castell) (Rate per box)	Box	78	Post-it-band multi color (3in x 3in) (76 x 76 mm) (Rate per piece)	Packets
59	Paper weight (Rate per piece)	Piece	79	HP-110A Cartridge (Rate per piece)	Piece
60	Duster (Cotton) (15 inch x 15 inch) (Rate per piece)	Piece	80	HP-12A Cartridge (Rate per piece)	Piece

Stationery Articles/Items

Annexure-I

Sl. No.	STATIONERY ARTICLES	Unit	Sl. No.	STATIONERY ARTICLES	Unit
81	HP-88A Cartridge	Piece	119	Stainless Steel Spoon	Piece
82	Brother TN-2365 for HL-L23210 Black Ink Toner	Piece	120	Stainless Steel Fork	Piece
83	HP-680 Cartridge (Black)	Piece	121	Induction Cooking Utensil (Prestige)	Piece
84	HP-680 Cartridge (Color)	Piece	122	Electric Kettle (Prestige)	Piece
85	HP-802 Color Cartridge	Piece	123	Golden Handle Scissor	Piece
86	HP-119A Color Cartridge	Piece	124	Fiber Handle Scissor	Piece
87	Spike Buster (Anchor)	Piece	125	Tea Strainer	Piece
88	Document Lamination	Piece	126	Bone China Cup & Saucer	Set of 6
89	Pen Drive (HP/Sandisk)	Piece	127	Opalware Cup & Saucer	Set of 6
90	Mouse Pad	Piece	128	Bone China Dinner Plate	Set of 6
91	Color Print	Piece	129	Opalware Dinner Plate	Set of 6
92	Power Bank (Sony/Philips/Samsung)	Piece	130	Paper Cup (80ml)	Packet
93	Charging Cord (Samsung/MI)	Piece	131	Packaged drinking water bottle (250ml)	Piece
94	Calculator (Basic) (Casio/Orpat)	Piece	132	Packaged drinking water bottle (500ml)	Piece
95	Calculator Battery (Casio)	Packet	133	Packaged drinking water bottle (1Ltr)	Piece
96	Pencil Battery AA (Duracell)	Piece	134	Cookies (Unibic/ Sunfeast/Raja)	Packet
97	Pencil Battery AAA (Duracell)	Piece	135	Milk Powder (amulya/Amul)	Packet
98	Wall Clock (Ajanta)	Piece	136	Tea (Tata/Brooke bond)	Per Kg
99	Land-line Phone (Beetel)	Piece	137	Coffee (Nescafe)	Packet
100	Calling bell (Battery Operated)	Piece	138	Sugar	Per Kg
101	Envelope (Brown) (28"x 12" Size)	Piece	139	Biscuit (Unibic/ Sunfeast/Raja/ITC)	Packet
102	A4 Green Envelope	Piece	140	Sugar Cube	Packet
103	Misc Payment Register	Piece	141	Tea Bag (Tetley/Lipton/Typhoo)	Pack of 25/50
104	Thermal Paper Roll (size 4") Piece	Piece	142	Coffee Sachet (@Rs.2 (Nescafe)	Piece
105	Brown File (Leather Made) (35"x 27" Size)	Piece	143	Moong Dal Snack (@Rs.10	Packet
106	Measurement Book	Piece	144	Masala Chira Bhaja Snack (@Rs.10	Packet
107	Measurement Tape	Piece	145	Salted Cashew	Packet
108	Stainless Steel Scissors (Size 8.2")	Piece	146	Cardamom	Packet
109	Steel Trunk (Big)	Piece	147	Ginger	Per Kg
110	Steel Name Plate Making	Piece	148	Soft Drink/ Lassi/ Chaach (Thums Up /Limca/Sprite/Amul)	Piece
111	Pen Knife	Piece	149	Umbrella	Piece
112	Lock & Key (Godrej/Link)	Piece	150	Cash Bag	Piece
113	Lock & Key Repair (Cabinet)	Piece	151	Nylon Rope	Per meter
114	Almirah Repair	Piece	152	Candle	Piece
115	Steel Scoop	Piece	153	Rubber Band	Kg
116	Aluminum Pot	Piece	154	Calendar Re-Framing Change	Piece
117	Aluminum Tray (Big/Small)	Piece	155	New Calendar Framing	Piece
118	Fiber Tray (Big/Small)	Piece	X	X	X

TERMS & CONDITIONS:-

1)	Sample/ Specimen copy of article/item	:	The intending bidders may visit the Central Store, General Service Division, Block-B 2 nd floor on any working day during office hours to see the sample/specimen of the articles/item.
2)	Scheduled time of supply and delivery address.	:	i. The supply must be made within the stipulated time mentioned in the work order issued by this Corporation, failing which the work order shall be liable for cancellation. ii. All article /item to be delivered at the Central Store, General Service Division, WBECSC Ltd., 2nd floor, Block-B, Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata 700087
3)	Return of article/item	:	Articles not conforming to size/specification/sample will be rejected during delivery and shall be taken away by the supplier instantly from the spot concerned. If it is noticed post delivery by the Store In-charge & other official that supplied items are not matching with our specimen, the supplier will be penalized for misleading the Corporation. Also during Contract tenure, if the supplier violates the office order related to supply, then the latter is liable to be black listed.
4)	Payment	:	It will be made by NEFT/RTGS against submission of bills (B2B) in triplicate along with original challan and acknowledgement/receipt stamp and signature of the store-in-charge of Central store of General Service Division mentioning the name of the articles/items received in good condition and whether they conform to sample/specimen.
5)	EMD	:	A) The Bidders should furnish an Earnest money of Rs.20,000.00/- (Rupees twenty thousand only) and that should be deposited online through E-tender portal of wbttenders.gov.in by 30/09/2024 before 3:00pm. Tender uploaded without Earnest money shall be summarily rejected. In case of unsuccessful bidders, the earnest money will be refunded. The Earnest Money so deposited will not carry any interest. B) The amount remitted towards Earnest Money is liable to be forfeited in case the Bidder resign from his/their offer after submission of E-tender or after acceptance of offer by "W.B.E.C.S.C. Limited.
6)	Documents	:	A) Photocopy of Valid Trade License regarding supply of Stationery items. B) Photocopy of GST Code Registration Certificate & last month return. C) Photocopy of Valid Profession Tax Certificate, D) Photocopy of Income Tax return of any one financial year out of last three financial years from 2020-21 to 2022-23. E) Photocopy of Credentials of Similar Type of work (if any) at Govt. & Semi Govt. department of any one financial year out of last three financial years from 2022-23 to 2024-25. F) Self Attested Photocopy of PAN. G) Photocopy of Bank Solvency Certificate. H) Photocopy of Aadhar card of the proprietor if the supplier is a Proprietorship concern, Partnership Deed if the supplier is a partnership Firm and memorandum and articles of association if, the supplier is a company are to be annexed with the Tender Form. I) The Agency/Firm must have office in Kolkata / (S) 24 P.G.S. / (N) 24 P.G.S. / Howrah Districts. Photocopy of proper address proof (i.e. Recent Electricity bill, Recent Tax bill, Recent Telephone bill, Recent Rent Bill etc.) is/are to be uploaded.

7) The quantities of article/item mentioned in Annexure-I are indicative in nature and order quantity may increase/decrease as per requirement from time to time and work order will be issued to selected L1 bidder(s) accordingly. Rates provided will be valid for 01(one) year from the date of work order issued.

8) If any negligence related to supply of the items is noticed by the Corporation, the agency will be blacklisted.

9) Rate must be quoted (article/item wise) in BOQ format (Annexure –III) as per specification of article/item mentioned in Annexure –I.

10) OPENING OF TENDER:

The offer is comprised of two bids, one is technical bid and other is financial bid.

(a) The **Technical bid** should contain the following:

- i. The E- Tender document.
- ii. The documents as mentioned vide para 6 and 7 (Point no. A to I) of terms & conditions & appendix-I.
- iii. Any other relevant document which the firm wishes to submit.

(b) The **Financial bid** should contain the following as mentioned in para 16 (Annexure –III) of terms & conditions:

Either the tenderer OR the person duly authorized by the tenderer alone will be allowed to be present at the time of opening of the tenders / negotiation. The Managing Director reserves the right to reject any tender without assigning any reason thereof and the same should not be questioned at any period, whatsoever.

The E-tender receiving Officer, on opening each tender, will prepare a statement on the basis of the documents submitted by the tenderers and send the same to the Chief General Manager, WBECSC Ltd.

11) VALIDITY OF OFFER:

The offers made by the tenderers shall be valid for acceptance upto 01 (one) year with same specifications from time to time and work order will be issued to selected bidder(s) accordingly. The tenderer should not quote any other date for the validity of the offer. E-Tenders quoting any other validity date are liable to be summarily rejected.

The Managing Director, WBECSC Ltd. is not responsible for any upward revision of any taxes viz, GST etc., or raw material and the extra amount, if any incurred towards the above items; will be borne only by the successful tenderer.

12) AGREEMENT:

The successful tenderers shall execute an Agreement on a stamp paper of value as per law within three (03) days from the date of receipt of the communication of acceptance of the E-Tender. In the event of failure to execute the agreement, the Tenderers will be treated as having committed breach of contract and will be liable to pay damages to the Corporation for such breach of contract besides black listing the firm. Further the W.B.E.C.S.C. Limited, reserves the right to collect the consequential loss, if any, sustained by the W.B.E.C.S.C. Limited on account of E-tender from the tenderers and the tenderers are bound to pay the same on demand.

13) GENERAL:

A Pre bid meeting will be held on 17/09/2024.

It is not binding on the part of the Managing Director, WBECSC Limited, to accept the lowest tender or any tender and he reserves the right to reject or accept all or any tender fully or partly without assigning any reason thereof.

The Managing Director reserves the right to relax or waive or amend any of the tender conditions and to reject the tender if any of the conditions enumerated in the tender conditions are violated.

14) JURISDICTION:

In case of any dispute or differences by and between the parties the same shall be subject to the Courts at Kolkata only.

15) QUESTIONNAIRE ABOUT TENDERER

1. (A) Name of the Firm _____

(B) GST Code _____

(C) HSN Code. _____

2. (i) Full address _____ Phone no. _____

(ii) Local Address _____ Phone no. _____

3. Name of the authorized person _____ Contact no. _____

4. Whether firm is registered in firm Registration
(in case of Partnership firm)

YES

NO

5. Registered in Company's Act
(in case of Company)

YES

NO

6. Whether they have registered their
design & trade mark or brand.

YES

NO

7. If no whether they have applied for the
same.

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8. Whether authorization letter duly authorizing the person
to attend the E-Tender / Negotiation enclosed.

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9. The date of registration of the firm DD / MM / YYYY _____

10. Whether they have deposited required earnest money.
If so MR No. & Date be mentioned.

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Signature of the Tenderer in capacity

Management reserves the right to either accept or reject any or all the quotation and/or negotiate with any one or more without assigning any reason whatsoever.

16) Proforma for Financial Bid

(To be filled & signed in Excel in BOQ format)—Annexure-III

Annexure – IV

17) DATE and TIME schedule for the

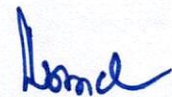
NIT No. : _____ Date: _____.

Sl. No	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents by <i>W.B.E.C.S.C. Limited.</i> (online) (Publishing Date)	From 09/09/2024 at 3:00 p.m.
2.	(Online) (Opening) Documents downloading by prospective bidders	From 09/09/2024 at 3:00 p.m.
3.	Last date of submission of Earnest Money	30/09/2024 at 3:00 p.m.
4.	Closure of online Bid submission	30/09/2024 at 3:00 p.m.
5.	Opening date for Technical Bid (Online)	03/10/2024 at 3:00 p.m.
6.	Date of opening of Financial Bids (Online)	21/10/2024 at 3:00 p.m.
7.	Date of uploading details of lowest bidder(s) along with his rates (online).	To be notified later.

The quotation notice and quotation document to be uploaded in followings: -

- 1) Website of WBECS Ltd. i.e. <https://www.wbecscephgovernance.com>
- 2) Website of WB E-tender portal i.e. www.wbtenders.gov.in
- 3) Two Daily Bengali and English Newspaper 'Bartaman' and Times of India

For any query, contact – 1) Shri Prasenjit Mondal, AGM (GS), Mobile no. 9051511653 and 2) Shri Amit Roy, Jr. A.M. (GS), Mobile no. 8240518369.



Managing Director
W.B.E.C.S.C. Ltd.