



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

TENDER DOCUMENT

Sealed quotation is invited for supply of articles of printing & stationery mentioned below from bonafide Printers/Suppliers/Co-Operative Societies having GST registration as per norms. Terms & Conditions for participating in the said tender vide memo no ECSC/Store/97/2016/310 dated 02.12.2021 are also mentioned below. The item wise specification in details (as per specimen copy) to be collected from the Central Store, General Administration Division, WBECSCL Ltd., Ground floor, Block-B, Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata 700087). The printing and stationery articles are to be delivered at above mentioned address.

Stationery & Printing articles

SI no.	PRINTING ARTICLES	QUANTITY	SI no.	STATIONERY ARTICLES	QUANTITY
1	Note Sheet (per ream 500 pages)	50 reams	1	A4 Page (Ream)	100 ream
2	Requisition form	20 books	2	FS Page (Legal page) (Ream)	50 ream
3	File Cover	7000 pcs	3	10*12*2 Computer Paper (in pages)	10000 sheet
4	Letter Head	50 pads	4	10*12*1 Computer Paper (in pages)	10000 sheet
5	Writing Note Pad	50 pads	5	15*12*2 Computer Paper (in pages)	5000 sheet
6	Envelope - Big	500 pcs	6	15*12*1 Computer Paper (in pages)	5000 sheet
7	Envelope - Medium	500 pcs	7	White Dista Khata	100 pcs
8	Peon Book	400 pcs	8	Rule Page Dista Khata	100 pcs
9	Cash Book	200 pcs	9	Arch File	100 pcs
10	Money Received Book	100 pcs	10	Slip Pad (Big)	100 pads
11	Debit Voucher	50 pads	11	Pencil (Camel)	20 box
12	TA & DA Form	200 pcs	12	Eraser & Sharpener (Camel)	20 box
13	TL & Joining Form	500 pads	13	Black refill	500 pcs
14	Vehicle Log Book	20 pcs	14	Blue Refill	500 pcs
15	ICDS (M. Oil) Bill (Per pad 100 pages)	100 pads	15	Red refill	500 pcs
16	ICDS (Rice/Daal) Bill(Per pad 100 pages)	100 pads	16	Blue/Black/Red/Green gel pen	500 pcs
17	ICDS Challan Book (Per pad 100 pages)	400 pads	17	Blue Pen	1000 pcs
18	Register 100 Page	20 pcs	18	Ordinary dot pen	1000 pcs
19	Register 200 pages (Misc. Receipt)	20 pcs	19	Two in One Pen	1000 pcs
20	Register 200 Page	20 pcs	20	Marker Pen	50 pcs
21	Register 250 pages (Dak Dispatch)	20 pcs	21	Highlighter Pen (Light Green/Green)	100 pcs
22	Register 300 Page	20 pcs	22	Correction pen	100 pcs
23	Register 325 Page	20 pcs	23	Whitener	100 pcs
24	Register 400 pages(Cheque issue)	20 pcs	24	Stamp Pad Ink	50 pcs
25	Register (Attendance)	20 pcs	25	Stamp Pad	50 pcs
26	Register No. 08	20 pcs	26	Celotape - Big	100 pcs
27	Register No. 10	20 pcs	27	Celotape - Small	200 pcs
28	Register (Receive)	20 pcs	28	Stapler Machine (Big)	50 pcs
29	Register(Rule) 800 pages	20 pcs	29	Stapler 10D Small	50 pcs
30	Register (Ledger Folio)	20 pcs	30	Small stapler Pin	50 boxes
			31	Stapler Pin Big	50 boxes

Sl no.	STATIONERY ARTICLES	QUANTITY
31	Al-Pin	10 boxes
32	Borer	100 pcs
33	Carbon Paper	20 pads
34	File Flap	5000 pcs
35	Wooden Scale	20 box
36	punching machine	20 pcs
37	File Tag	500 bundle
38	Gum (Liquid) (Per bottle 500ml)	60 bottle
39	James clip	20 boxes
40	Paper weight (per box 20 pcs)	15 box
41	Duster (Cotton)	100 pcs
42	Basket	50 pcs
43	post-it-band	50 pkts
44	post-it-band multi color	50 pkts
45	Sticky Note	50 pkts
46	Cannon NPG - 25 (Toner for photo copier machine)	05 pcs
47	Cannon NPG - 28 (Toner for photo copier machine)	05 pcs
48	HP-12A Cartridge New	20 pcs
49	HP-12A Cartridge Refill	10 pcs
50	HP-802 Cartridge New	20 pcs
51	HP-802 Cartridge Refill	10 pcs
52	HP-88A Cartridge New	20 pcs
53	HP-88A Cartridge Refill	10 pcs
54	TVS MSP 455XL	20 pcs

TERMS & CONDITIONS:-

- 1) **Inspection of sample** : May be inspected at Central Store, General Administration Division, Block-B, Ground floor on any working day during office hours.
- 2) **Sample** : No rate will be considered which are not followed by sample expect Brand Item/proprietary item with proper identification on the firm.
- 3) **Supply Schedule** : It shall strictly be maintained as per order to be issued from this office failing which the supply order will be liable for cancellation.
- 4) **Return of articles** : 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 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 later is liable to be black listed.
- 5) **Payment** : It will be made by through NEFT/RTGS against submission of bills in triplicate along with challan copy in original acknowledging receipt by the store-in-charge, Central store of the Corporation of the articles in good condition and also as per size/sample.
- 6) **EMD** : EMD of Rs.20000/-(Rupees twenty thousand only) in form of DD in favour of WBECSC Ltd. from any Schedule Bank payable at Kolkata is to be deposited by the supplier with tender document.

- A) Self Attested Photocopy of Valid Trade License regarding printing & stationery,
- B) Self Attested Photocopy of GST Code Registration Certificate & last month return,
- C) Self Attested Photocopy of Valid Profession Tax Certificate,
- D) Self Attested Photocopy of Income tax Return of Financial Year 2017-18, 2018-19, 2019-20.
- E) Self Attested Photocopy of Credentials of Similar Type of work at Govt. & Semi Govt. department in the Financial Year **2017-18/2018-19/2019-20,**
- F) Self Attested Photocopy of PAN,
- G) Self Attested Photocopy of Bank Solvency Certificate,
- H) Self Attested 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) Self Attested Photocopy of the Agency/Firm must have office in Kolkata and proper address proof (i.e. Recent Electricity bill, Recent Tax bill, Recent Telephone bill, Recent Rent Bill etc.) is/are to be uploaded.

8) Submission

: Tender in closed cover/sealed envelope is to be submitted in the tender box to be kept at 1st floor, Block-B of the complex of the Corporation at 11A, Mirza Ghalib Street, Kolkata-700087.

9) **A. Starting date of receiving bids**

03.12.2021 from 10.50 A.M

B. Closing date of submission of bids

13.12.2021 up to 2.00 P.M

C. Opening of bids

13.12.2021 at 3.00 P.M.

- 10) The quantities are subject to increase/decrease as per requirement from time to time and work order will be issued to selected bidder(s) accordingly. Rates provided will be valid for 01(one) year from the start date of bid submission.
- 11) If any negligence related to supply of the items is noticed by the Corporation, the agency will be blacklisted.
- 12) Rate must be quoted per item wise measurement unit and then in total as per classification given below:

[illegible]

The conditions of contract, which will govern any contract made, are in accordance with and subject to:

- i. West Bengal Financial Rules as amended up to date.
- ii. West Bengal Delegation of Financial Power Rules, 1977 as amended up to date.
- iii. Govt. of West Bengal, Finance Department's Notification No. 10500-F dated 19th November 2004.

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 Notice Inviting the Tender.
- ii. The documents as mentioned vide para 7 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 para 12 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 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, WBECS Ltd.

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. Tenders quoting any other validity date are liable to be summarily rejected.

The Managing Director, WBECS 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.

GENERAL:

A Pre bid meeting may be held on 7.12.2012

It is not binding on the part of the Managing Director, WBECS 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 also reserves the right to accept one or more tenders.

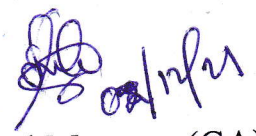
The Managing Director reserves the right to relax or waive or amend any of the tender conditions and to reject the tender if any of the conditions enumerated in the tender conditions are violated.

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 if no then, ☐ YES ☐ NO
7. Whether they have applied for the same. ☐ ☐
8. Whether authorization letter duly authorizing the person
 to attend the Tender / Negotiation enclosed. ☐ ☐
9. The date of commencement of the firm DD / MM / YYYY _____
10. Whether they have deposited required earnest money. ☐ ☐
 If so MR No. & Date be mentioned.

Signature of the Tenderer with 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.


 General Manager (GA)
 W.B.E.C.S.C. Ltd.