



## WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

(A Statutory Body under West Bengal Act XXI of 1995)

“Karigori Bhavan”, 4<sup>th</sup> Floor, Plot no. B-7, Action Area- III, New Town, Rajarhat, KOL-700160

E- mail: [wbscte@yahoo.co.in](mailto:wbscte@yahoo.co.in), Website : [www.wbscte.org](http://www.wbscte.org)

No. 0249-SC(T)E

Dated: 04.05.2015

### NOTICE INVITING TENDER

The Secretary on behalf of the West Bengal State Council of Technical Education [for the sake of brevity hereinafter referred to as WBSCTE] invites sealed tenders in duplicate from experienced reputed supplier for supply of stationery items as enlisted in the following table.

The intending tenderers may contact the “Office of West Bengal State Council of Technical Education, ‘Karigori Bhavan’, 4<sup>th</sup> Floor, Plot no: B-7, Action Area-III, New Town, Rajarhat, Kol- 700160 ” on all working days [Monday to Friday] except Saturday, Sunday and holidays during office hours for additional information.

#### **Job description:**

Sl.no.	Description of the items	Requirement
2	Fevicol (tube) (Pidilite)	10 pcs
3	Eraz EX (Camlin)	10 pcs
4	Toner Samsung(SCX-4521D3) (Original)	2 pcs
5.	Jute Thread (Big size ) As per sample	25 kg
6.	Balti(15 ltr.) (Cello)	4 pcs
7.	Mug (cello)	10 pcs
8.	Drum(Medium) (Cello)	4 pcs
9.	Marker Pen (Black) (Luxor)	6pcs
10.	Marker Pen (Orange) (Luxor)	6 pcs
11.	Marker Pen (Green)	6 pcs.
12.	Marker Pen (Yellow)	6 pcs
14.	Note Sheet Pad(legal 60 gsm) good quality, As per sample	50 pcs
15.	Pen(linc glider) Blue	20pcs
16.	Pen(linc glider) Black	20 pcs
17.	Pen(linc glider) Red	20 pcs
18.	CD Writing Pen (Faber Castel)	10pcs
19.	Phynile (Bengal Chemical)	30 ltr
20.	Pen Drive(8gb) (king stone)	2 pcs
21.	Post In Pad (office Plus)	10 pkt
22.	Rubber Band(big) good quality	5 kg
23.	Xerox M/C Ink(T.K-410) original	4 pcs
24.	Cotton pad for sweeping clip "n" fit)	10 pcs
25.	Sweeping stand with mob (good quality)	4 pcs
26.	Binder Clip 25 mm (1") (good quality)	10 pkt
27.	Scissor (plastic handle) (good quality)	20 pcs
28.	Refill (linc glider)Blue	20pcs
29.	Refill (linc glider)Black	20pcs
30.	Refill (linc glider)Red	20pcs
31.	Xerox Paper F/S Legal(copy power) 60 GSM	50 ream
32.	File (F/S SIZE) (Record)	30 pcs
33.	White paper-120 gsm(11.3"x 8.4")(As per sample)	300 ream
34.	White Paper-120 gsm(5.65"x 8.4") (As per sample)	200 ream
35.	Cash book with 3 column(400 page)As per sample	2 pcs
36.	Register no-6 100 page/50 folio (As per sample)	20 pcs
37.	Towel(4.8"/2.4") (As per sample)	24 pcs
38.	Printing Register for Exam Sec. with 400 page & 200Folio	10 pcs
39.	Short Hand Note Book	10 Pcs.
40.	Acid	10 ltr.
41.	Pencil Battery	12 Pcs
42.	Broom	5 pcs.
43.	Sponge Printer Machine	10 pcs.

**General conditions:**

- 1) The period of validity of tender is to be mentioned clearly and should be at least 30 days from the date of submission of tender.
- 2) Rates should be inclusive of all taxes.
- 3) The bidders shall seal the Tender properly with the marking on the outer envelop "Tender for supply of Stationery/Printing articles" under No. ----- dated-----
- 4) The Envelop containing the bid is to be addressed as follows:  
THE SECRETARY, WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION,  
KARIGORI BHAVAN, 4<sup>th</sup> FLOOR, Plot no. B-7, Action Area- III, New Town, Rajarhat, Kol- 700160
- 5) The Envelop containing the tender shall also indicate the Name and Address of the bidder.

**Documents to be submitted with the bid:**

- 1) Copies of current Trade Licence, Service Tax Registration certificate, Income Tax Clearance certificate,
- 2) Earnest Money of Rs. 5,000/- (Five thousand) only should be submitted in the form of demand draft drawn in favour of West Bengal State Council of Technical Education payable at Kolkata.

**Mode of Payment:**

Payment will be made within 30 working days of placement of the bill along with due certification of execution of the order.

**Termination of contract:**

The contract may be terminated without prejudice to any other remedy for breach of contract if the contractor fails to supply as per the timings set out or if he fails to perform any other obligation under the contract. The WBSCTE may without prejudice to other rights, may arrange for supply at the risk and cost of the supplier, in the above circumstances.

**Key dates:**

**Last date of submission of the tender :- 15.05.2015 from 10.30 to 3 p.m**

**Opening date of the Tender :- 15.05. 2015 at 3.30 p.m.**

The Tenderers are requested to submit their Tender in the specified format stated in Annexure I & II and drop their filled tender documents complete in all respects in the specified Tender Box at the Office of West Bengal State Council of Technical Education, "Karigori Bhavan", 4<sup>th</sup> Floor, Plot no: B-7, Action Area-III, New Town, Rajarhat, Kol- 700160 " super scribing the Tender Notification Reference on all working days (except Saturday, Sunday and Holidays) . The tenderers or their authorized representative/s who wishes may be present at the time of opening of Tender.

The Council reserves the right to accept or reject any tender in part or full without assigning any reason and shall have no obligation to accept the lowest offer.

**S. Mukhopadhyay**  
**Secretary**  
West Bengal State Council of Technical Education

**APPLICATION FORM**

(Duly signed copy to be submitted along with annexures)

**To***The Secretary**West Bengal State Council of Technical Education.**Karigori Bhavan, 4<sup>th</sup> Floor, Plot- B-7, Action Area - III**Newtown, Rajarhat, KOL-700160*

Sub: NIT for \_\_\_\_\_

Ref:- N.I.T. No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

With reference to the above, having examined the pre-qualification documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

We are interested in delivery of services/products mentioned in the NIT referred to above.

We understand that:

(a) Tendering Authority can amend the scope & value of the contract bid under this NIT.

(b) Tendering Authority reserves the right to reject any application without assigning any reason thereof

1. Name and address of Firm/Agency/ Company and Telephone/Cell phone Numbers

\_\_\_\_\_  
\_\_\_\_\_

2. Registration No with ROC with Date \_\_\_\_\_

3. Name, Designation, Address and Telephone No. Of Authorized Signatory \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Please specify as to whether tenderer is sole proprietor/ Partnership firm/Private or Limited company

\_\_\_\_\_  
\_\_\_\_\_

5. Name & Address of the Banker \_\_\_\_\_

6. Details of Earnest Money Deposit:

(a) Amount with details \_\_\_\_\_

(b) Demand Draft/Pay order/Bankers Cheque No & Date of Issue: \_\_\_\_\_

(c) Name of issuing Bank & Branch: \_\_\_\_\_

7. Any other information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and condition contained herein and undertake myself/ourselves to abide by them.

Date : \_\_\_\_\_

Encl. Annexure II of rates

**Signature & Seal of applicant including title  
& capacity in which application is made.**

## Annexure II

## List of Rates of items.....

Sl.no.	Description of the items	Units	Rate/Unit (Tender RS.)
1	CD (Blank)with cover (Frontech)		
2	Fevicol (tube) (Pidilite)		
3	Eraz EX (Camlin)		
4	Toner Samsung(SCX-4521D3) (Original)		
5	Jute Thread (Big size ) As per sample		
6	Balti(15 ltr.) (Cello)		
7	Mug (cello)		
8	Drum(Medium) (Cello)		
9	Marker Pen (Black) (Luxor)		
10.	Marker Pen (Orange) (Luxor)		
11.	Marker Pen (Green)		
12.	Marker Pen (Yellow)		
13.	Mouse		
14.	Note Sheet Pad(legal 60 gsm) good quality, As per sample		
15.	Pen(linc glider) Blue		
16.	Pen(linc glider) Black		
17.	Pen(linc glider) Red		
18	CD Writing Pen (Faber Castel)		
19	Phynile (Bengal Chemical)		
20	Pen Drive(8gb) (king stone)		
21.	Post In Pad (office Plus)		
22.	Rubber Band(big) good quality		
23	Xerox M/C Ink(T.K-410) original		
24	Cotton pad for sweeping clip "n" fit)		
25	Sweeping stand with mob (good quality)		
26	Binder Clip 25 mm (1") (good quality)		
27	Scissor (plastic handle) (good quality)		
28	Refill (linc glider)Blue		
29	Refill (linc glider)Black		
30	Refill (linc glider)Red		
31	Xerox Paper F/S Legal(copy power) 60 GSM		
32	File (F/S SIZE) (Record)		
33	White paper-120 gsm(11.3"x 8.4")(As per sample)		
34	White Paper-120 gsm(5.65"x 8.4") (As per sample)		
35	Cash book with 3 column(400 page)As per sample		
36	Register no-6 100 page/50 folio (As per sample)		
37	Towel(4.8"/2.4") (As per sample)		
38	Printing Register for Exam Sec. with 400 page & 200 Folio		
39	Short Hand Note Book		
40.	Acid		
41.	Pencil Battery		
42.	Broom		
43.	Sponge Printer Machine		

The rates are effective for a period of ..6. months from the date of bidding.

Signature of Tenderer with seal