

**WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND
SKILL DEVELOPMENT**

(TECHNICAL EDUCATION DIVISION)

(A Statutory Body under West Bengal Act XXVI of 2013)

Erstwhile West Bengal State Council of Technical Education

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

E- mail: wbscte@yahoo.co.in,

Website : www.wbscte.org

No. WBSCTVESD/I/2015-16 -0072

Dated:07.09.2015

NOTICE INVITING TENDER

The undersigned, Senior Administrative officer (TE) on behalf of the Technical Education Division of the West Bengal State Council of Technical & Vocational Education & Skill Development [for the sake of brevity hereinafter referred to as WBSCTVE&SD(TED)] invites sealed tenders in duplicate from experienced reputed supplier for supply of Stationery & Printing items & Computer accessories as enlisted in the following table.

The intending bidders may contact this office on all working days [Monday to Friday] except Saturday, Sunday and holidays during office hours for additional information.

Job description:

A. Stationery & Printing Articles

Sl.no.	Description of the items	Requirement
1.	Sweeping Stand with Mop	2 pcs
2.	Duster (cloth)	100 pcs.
3.	Jute Thread (Big size) As per sample	30 kg
4.	Balti (15 ltr.) (Cello)	10 pcs
5.	Waste Drum (Cello)	2 pcs
6.	Gel Pen (Blue) (Renolds)	20pcs
7.	Gel Pen (Red) (Renolds)	20pcs
8.	Gel Pen (Green) (Renolds)	10pc
9.	Gel Pen (Blue) Refill	20 pcs
10.	Gel Pen(Red) Refill	20pcs
11.	Gel Pen(Green) Refill	10pcs
12.	Bhim Powder	20 kg
13.	Waste Box	20 pcs
14.	Broom (Grass)	20 pcs
15.	Jhul danda	6 pcs
16.	Extension Chord	4 pcs
17.	Car Log Book (As per sample)	15 pcs
18.	Cotton Pad for sweeping (good quality)	30 pcs
19.	Gloria Red (Q/S) (Color fest)	5 kg
20.	Golden Yellow (color fest)	10 kg
21.	White Ink	10 kg
22.	Bronze Blue (color fest)	10 kg
23.	Peacock Blue	3 kg
24.	Vivid Green (Q/S)	3 kg
25.	Econowash – KR (Technova)	60 kg
26.	Sponge ,Printing Machine	20 kg
27.	Acid	15 ltr.

B. Computer Accessories:

1.	Toner Cartridge (55A)	5 pcs
2.	Toner Cartridge (88A)	10 pcs.
3.	Toner Cartridge (51 A)	1 pcs.
4.	Toner Cartridge (36 A)	6 pcs.
5.	Toner TK 410 (Xerox M/C Ink)	6 pcs.
6.	Mouse	12 pcs.
7.	Spike Buster	6 p[cs
8.	CD Blank	500 pcs.
9.	Pen Drive (4 GB)	6 pcs.
10.	Pen Drive (8 GB)	2 pcs.

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General conditions:

- 1) The rate quoted for the items should be valid for 6 months.
- 2) Rates should be inclusive of all taxes as well as delivery charge.
- 3) The bidders shall seal the Tender properly with the marking on the outer envelop "Tender for supply of Stationery/Printing articles/ Computer Accessories" under No. ----- dated-----
- 4) The Envelop containing the bid is to be addressed as follows:
THE SENIOR ADMINISTRATIVE OFFICER WEST BENGALSTATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT, KARIGORI BHAVAN,4th 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 License , Service Tax Registration 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 & Vocational Education & Skill Development , payable at Kolkata.
- 3) In this connection, it may be noted here that on selection of Vendors, all the EMD drafts will be released & refunded to all the vendors.
- 4) However, the successful vendors shall have to deposit a security deposit of 10 % of proposed order value to this Council through State Bank Collect scheme.
(For guidance the O/o the Council may be contacted.)
5. At the time of claim of payment the Vendors has to submit bank particulars along with a cancelled blank cheque of the payee receivable bank account.

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 WBSCTVE&SD 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 :- 09.10.2015 from 10.30 to 3 p.m

Opening date of the Tender :- 09.10. 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 & Vocational Education And Skill Development, "Karigori Bhavan", 4th 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

Senior Administrative Officer (TE)

West Bengal State Council of Technical & Vocational
Education And Skill Development

APPLICATION FORM

(Duly signed copy to be submitted along with annexures)

Toz

Sri . S. Mukhopadhyay

The Senior Administrative Officer

West Bengal State Council of Technical & Vocational Education

And Skill Development

Technical Education Division

Karigori Bhavan, 4th 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.**

List of Rates of items.....

A. Stationery & Printing Items:

Sl.no.	Description of the items	Units	Rate/Unit
1.	Sweeping Stand with Mop		
2.	Duster (cloth)		
3.	Jute Thread (Big size) As per sample		
4.	Balti(15 ltr.) (Cello)		
5.	Waste Drum (Cello)		
6.	Gel Pen (Blue) (Renolds)		
7.	Gel Pen (Red) (Renolds)		
8.	Gel Pen (Green) (Renolds)		
9.	Gel Pen (Blue) Refill		
10.	Gel Pen(Red) Refill		
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23.	Peacock Blue		
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25.	Econowash – KR (Technova)		
26.	Sponge ,Printing Machine		
27.	Acid		

B.Computer Accessories:

Sl.no	Name of the item	Units	Rate/Unit
1.	Toner Cartridge (55A)		
2.	Toner Cartridge (88A)		
3.	Toner Cartridge (51 A)		
4.	Toner Cartridge (36 A)		
5.	Toner TK 410 (Xerox M/C Ink)		
6.	Mouse		
7.	Spike Buster		
8.	CD Blank		
9.	Pen Drive (4 GB)		
10.	Pen Drive (8 GB)		

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

Signature of Tenderer with seal