

# *Notice Inviting e-Tender (e-NIT)*

*“Supply of Computer Consumable & related  
Miscellaneous Items for the year 2016-2017”*



## **WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT** (Technical Education Division)

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

*Under the Department of Technical Education, Training & Skill Development,  
Govt. of West Bengal*

*Karigari Bhavan, 3rd & 4th Floor, Plot No. B/7, Action Area-III,  
Newtown, Rajarhat, Kolkata–700 160*

*E-mail: report.[webscte@gmail.com](mailto:webscte@gmail.com), Website: [www.webscte.org](http://www.webscte.org)*

*Vide Memo no. WBSCT&VE&SD/TED/2016-17/802 Dt.03.10.2016*

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### Introduction:

West Bengal State Council of Technical & Vocational Education and Skill Development is a Statutory Body under Government of West Bengal XXVI of 2013 under the Department of Technical Education , Training & Skill Development , Govt. of West Bengal. Technical Division wings of this Council has been entrusted under the Act to regulate academic monitoring activities of the technical education at diploma level within the state on behalf of the Government of West Bengal. The activities of the Council include, inter alia i) Conduct of examination for admission in different Diploma in Engg./Tech. & other courses in the polytechnics in the state b) Conduct of examinations for different affiliated courses under this Council etc.

The Competent authority of this Council [for the sake of brevity hereinafter referred to as WBSCT&VE&SD(TED) ] invites offer from the bonafied Firm/ Experienced Agency/Co-Operative Societies for preparing of rate schedule of Computer Consumable & related Miscellaneous Items for the year 2016-17, and its extension, if Required for a further period of 6 (Six) months for supply to Technical Education Division ,West Bengal State Council of Technical , Vocational Education & Skill Development , Karigori Bhavan, Rajarhat, Newtown.

### Details of Job:

<i>Sl. No.</i>	<i>Description of Item</i>	<i>Specification of Job</i>	<i>Details of Job</i>
1.	Computer Consumable Articles & related Miscellaneous Articles	Computer related electronics items & related miscellaneous items.	As per Annexure IV

NIT for Supply of Computer Consumable & Miscellaneous Items specified in the annexed attached memorandum within the time specified in such annexure at the rates to be specified in the Bill of Quantity ( BOQ) template attached , and in accordance with the annexed conditions provided and in all other respects in accordance with such conditions.

### Memorandum

- (A) *Estimated Cost* : 5, 00,000/- (Approx.)
- (B) *Earnest-Money* : 20,000/- in DD ( Demand Draft) in favour of **West Bengal State Council of Technical & Vocation Education and Skill Development** payable at Kolkata
- (C) *Security Deposit ( Including Earnest Money)* : 10% of total work value (including Earnest Money)
- (D) *Performance, if any to be Deducted from bills* : T.D.S. as per I.T. rules in force
- (E) *Period of work* : 1 year from the date of issuing of order, may be extended for another 6 months if WBSCT&VE&SD(TED) feels it necessary.

In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate and Earnest Money to be remitted to WBSCT&VE&SD (TED) as per instruction of Audit Branch, Finance Department, Govt. of WB vide G.O. No. 3975-F(y) dt. 28<sup>th</sup> July, 2016 through NEFT/RTGS. ( Enclosed with the Tender Document).

**Eligibility for Quoting:**

- a) The Firm/Experienced Agency/ Co-operative Societies of the item or items who are able to supply the assured quantities as per requirement of the WBSCT&VE&SD(TED) are only eligible for quoting. Failure of submission of declaration of full assured supply to the Government of West Bengal will lead to cancellation of order. The Vendors who have been black listed by any Govt. Concern/Undertaking or Statutory Body for particular item(s) are also not eligible for apply.
- b) The Firm/ Agency/ Co-operative Societies must have capability to make proper liaison with this office .
- c) The Firm/Experienced Agency/ Co-operative Societies should be competent enough to deal with the business of Stationary & Miscellaneous Items etc.

**Submission of the tenders:**

All tenders must be submitted online as provided in Table below in compliance with Annexure detailing the scopes of work. Tenders will be opened in presence of such tenderers or their authorized representatives.

The tender is to be submitted in a Two Bid System.

**a) "BID A":**

One folder for "Essential Requirements of the Tendering Firm for participation" shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.

**1. Prequalification doc/ Statutory Documents :**

1	Demand Draft/Pay Order of <b>Rs.20,000/- (Rupees Twenty Thousand only)</b> favouring "West Bengal State Council of Technical & Vocational Education and Skill Development " payable at KOLKATA as Earnest Money for the whole tender
2	NIT Digitally Signed and Uploaded
3	Application form

**\*\* A folder will contain only one file. A file may contain multiple pages**

**Non statutory documents/my documents to be attached with the Technical Bid:**

Sl. No.	Category Name	Sub Category Name	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATES	PAN Card, Professional Tax Registration, Service Tax/ VAT Registration, as applicable
B	COMPANY DETAILS	B1. COMPANY DETAILS 1	TRADE Licence/Enlistment, Registration with the Registrar of Companies
		B2. COMPANY DETAILS 2	BIS certification/I.S.I. certificate, Import licence ( if Applicable)
C	CREDENTIAL	C1. CREDENTIAL 1	Current Non-conviction certificate or affidavit of non conviction affirmed before a First Class Judicial Magistrate (affidavit sworn after 1st January 2016)
D	FINANCIAL INFORMATION	D1. P/L & BALANCE SHEET 2013-2014	P/L & Balance sheet 2013-2014
		D2. P/L & BALANCE SHEET 2014-2015	P/L & Balance sheet 2014-2015

		D3. P/L & BALANCE SHEET 2015-2016	P/L & Balance sheet 2015-2016
E	DECLARATION	E1.DECLARATION 1	3 years returns of Income Tax
		E2.DECLARATION 2	3 years returns of VAT, CST
		E3.DECLARATION 3	3 years returns of Service Tax

**\*\* The above Statutory Documents as well as the NSD (Non Statutory Documents) are Compulsory for qualification under Technical BID.**

**b) "BID B":**

Another folder as "Financial Bid" shall contain the financial bids (BOQ) with the base rate per accounting inclusive of all applicable Taxes and any other charges to be quoted.

1. During the tender evaluation process, the "Bid A" will be opened first. Those tenderers having qualified for the essential requirements will be identified on the basis of the supplied documents. The Tender Selection Committee / Purchase Committee will assess the capability of the bidders for executing the deliverable service of the council during the tender period and then only in respect of those bidders who shall qualify in the opinion of the Tender Selection Committee, the "Bid B" will be opened. The "Bid B" of those Tenderers, failing to meet the essential requirements of participating in the tender and subsequently failing to qualify in the opinion of the Tender Selection Committee after the presentation, will not be opened and be rejected.
2. The Tenderers quoting the Comparative lowest rate in "Bid B" will be considered as empanelled as successful if otherwise eligible.

**Earnest Money:**

(a) Each tenderer must deposit Earnest Money in the form of Demand Draft/Pay Order for Rs 20,000/- (Rupees Twenty Thousand) only in favour of "West Bengal State Council of Technical & Vocational Education and Skill Development", before opening of Bid -'A'. Earnest Money to be remitted to WBSCT&VE&SD (TED) as per instruction of Audit Branch, Finance Department, Govt. of WB vide G.O. No. 3975-F(y) dt. 28th July, 2016 through NEFT/RTGS. ( Enclosed with the Tender Document).

(b) The earnest money of the Tenderer is liable for forfeiture in case the Tenderer withdraws the tender as a whole or for any particular item at any stage after the opening of the tender, or fails/refuses to enter into written agreement for any or all of the items of its accepted tender within the time specified when requested to do so/fails to furnish Performance Bank Guarantee within the stipulated time.

(c) The Earnest Money will be refunded after finalization of the tender or within 3 (three) months from the date of opening of tender whichever is later against the specific prayer from the Tenderer.

(d) The EMD may be converted into security Deposit at the request of the selected agency, if considered by competent authority of this Council.

**Rate:**

- i) Rates quoted in respect of items shall not exceed the controlled price and/or M.R.P.(maximum retail price) fixed by GOI wherever it is applicable.
- ii) The basic rate per accounting unit should be furnished inclusive of Entry Tax, Customs Duty (if applicable), Transportation Cost, Insurance, Freight, Incidental Charges etc. but excluding of VAT/CST, Excise Duty, Cess & Service Tax etc. which shall be quoted separately in the template for Bill of Quantities (BOQ).

**Order & supply:**

- i) Orders for the supply of the approved products will be placed with the successful Tenderer after the execution of the agreements in phases as and when required by the procuring authorities. The successful Tenderer will have to supply within the specified time schedule that had been assured as prescribed.
- ii) No delivery will be taken of any goods if the date of manufacture and the date of expiry are not written on each and every unit supplied (if applicable).

**Withdrawal/cancellation & purchase policy of tendering authority:**

- i) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.
- ii) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.
- iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.
- iv) The tendering authority reserves the right to purchase any item of the Catalogue (Group-A & Group-B) at the approved rate from any outsider (Non-Tenderer) during the tender period in case of emergency, if the Tenderer fails to supply such items on short notice.

**No- conviction certificate:**

The Tenderer will also submit an affidavit in the prescribed Pro-forma attached herewith from Notary/ first class Judicial Magistrate/Executive Magistrate (Annexure II).

**Penalty clauses:**

- a) In case of supply of defective item found in respect of packaging or labeling, Tenderer will be asked to replace the same.
- b) The tender selection committee reserves the right to declare a Firm/Co-Operative Societies /Experienced Agency blacklisted for three (03) years due to the following reasons:
  - i) If the supplier withdraws from agreement after achieving the "Lowest Quoted Tenderer"
  - ii) For supply of Non - standard items as per quality test within tender period as determined by the testing of the item as per discretion of Tender Selection Committee in respect of particulars items only.
  - iii) In consequence of submission of false or fabricated documents by any Firm/Co-Operative Societies /Experienced Agency for participating in the tender, if proved later on.
- d) Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions:
- e) For delay in the supply of items ordered beyond the stipulated date. Part supply will not be considered.
- f) If the supplies are not made within the stipulated period of placing the order, 0.5% of the basic cost of the materials not supplied will be deducted from the existing / pending bills of the supplier per day's delay up to 60 days.

- g) For delays beyond 60(sixty) days, the work order for the non- supplied portion will be considered as cancelled straightaway.
- h) However, if the stipulated period ends on Saturday, Sunday or Govt holidays, Supply should be made on the next working day and in that case, no penalty would be chargeable.
- i) The provision of penalty is system generated and cannot be waived in any case except on natural disturbance.

**Penalty for formation of cartel or furnishing of fraudulent/ misleading documents:**

If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those Tenderer who have submitted false/ misleading/ fraudulent documents or made incorrect declarations.

The penal measure will be

- i) Forfeiture of Earnest Money
- iii) Cancellation from the approved list of suppliers

**Performance bank guarantee/ Security Bid :**

- i) Security Deposit: 10% of the work value will have to be deposited as security deposit for the fulfillment of the terms and conditions of the contract and is liable to be forfeited for non fulfillment of the obligations under the contract. The same will be paid to the transport contractor / service provider with the final bill after the successful completion of transport services under the contract.
- ii) The performance bank guarantee will be mandatory for all suppliers and will not be waived in any case.
- iii) The successful tenderers shall be required to furnish the 'Performance Bank Guarantee' equal to 10% of the value of the estimated cost which may be considered to be adjusted with EMD if WBSCT&VE&SD(TED) feels if necessary as Performance Bank guarantee.
- iv) 'Performance Bank Guarantee' should be submitted within three working days from the date of issue of empanelment order.
- Iv) The Performance Bank Guarantee will be liable to forfeiture as enumerated in penalty Clauses above.

**Payment terms and conditions :**

**Payment:** Payment will be made within 30 working days of placement of the bill, subject to

- a) Supply of the materials as per specification as provided in the tender documents and the catalogue.
- b) Supply of the materials within the supplied period as specified in the work orders

**Key Dates:**

Sl No	Items	Publishing Dates
1	Date of uploading of N.I.T. Documents (online)	03.10.2016 at 1.00 P.M.
2	Documents download start date (online)	03.10.2016 at 1.00 P.M.
3	Date of Pre Bid Meeting with the intending bidders in the Office at Karigori Bhavan, Rajarhat, Newtown	05.10.2016 at 2.30 P.M.
4	Bid submission start date (online)	06.10.2016 at 10.00 A.M.
5	Bid submission closing date (online)	16.10.2016 up to 4.00 P.M.
6	Bid Opening date for technical proposals: Bid A (online)	17.10.2015 at 11.00A.M.
7	Date of uploading list for Technically Qualified Bidders (Online)	To be Notified later
8	Bid Opening date for Financial Proposals: Bid B (online)	To be Notified later
9	Date of uploading of list of bidders along with approved rates	To be Notified later

Sd/  
(S. Mukhopadhyay)  
SAO(TE), WBSCT & VE & SD (TED)

**Annexure- I**

*Check list in Respect of  
E-Tender for Computer Consumable & Miscellaneous Items*

NIT No. ....

Date .....

Name of the Tenderer: - \_\_\_\_\_

Full Address of the Tenderer:

\_\_\_\_\_

\_\_\_\_\_

E-Mail: - \_\_\_\_\_

Contact person relating to vendor & Mob. No. :- \_\_\_\_\_

Tendering as: Firm/Co-Operative Societies /Experienced Agency (Strike out which is not applicable)

Average Annual Turn Over: Rs.....

Sl.No	Items	Pl mark <input type="checkbox"/>		Page no.	Remarks ( for office use only)
		Yes	No		
1	Application submitted in Annexure I				
2	Affidavit of non conviction affirmed before a First Class Judicial Magistrate/Executive				



	Magistrate or Notary Public (affidavit sworn after (Annexure II)				
3	EMD / Documents Related to NIFT/RTGS	Yes	No		
4	Copy of PAN Card of the authorised signatory :	Yes	No		
5	Income Tax Returns submitted for the previous financial year.	Yes	No		
	Service Tax, Professional Tax Regn. Certificate	Yes	No		
7	Trade Licence/ Enlistment Certificate	Yes	No		
8	VAT/ CST Registration certificate	Yes	No		

**Annexure II**

**APPLICATION FORMAT**

**(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)**

**To**

The SAO (TE),  
WBSCT&VE&SD(TED),  
KARIGARI BHAVAN, 4th Floor, Plot No. B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700 160

**Sub: NIT for Computer Consumable & Miscellaneous Items etc for the WBSCT&VE&SD(TED) for the year 2016-17**

**Ref: - N.I.T. No .....dated .....**

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we Hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of..... In the capacity.....duly authorized to submit the offer.

2. We accept the terms and conditions as lay down in the NIT mentioned above and declare That we shall abide by it for throughout the tender period.

3. We are offering rate for the following item /items and assured supply to the Medical College & Hospitals, Kolkata.

4.

a. We propose that the order and bill should be raised in our name. We have appointed

M/S ..... Having its office at .....,

Mobile No ..... E mail address ..... (Address, contact no and e mail address)

OR

b. We propose that order and bill should be raised in favour of our authorized distributor.

For that purpose, we have appointed M/S ..... having its office at

.....Mob  
ile no .....E mail address .....

(Address with contact no and e mail address) as authorized Distributor who will receive order and payment in his name on our behalf.

5. We are the existing vendors in the WBSCT&VE&SD(TED) / we are not the existing vendor in the WBSCT&VE&SD(TED) (strike out whichever is not applicable).

7. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

8. We understand that:

(a) Tender Selection Committee can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date: -

**Signature of applicant**  
**Contact no :**

Annexure III

Draft Affidavit Performa

I, Sri/Smt. .... The Managing Director/Proprietor (etc.) of  
the Firm,..... (Name of the firm) At  
(address).....

P.O.....

P.S..... Dist..... do hereby solemnly affirm and declare as  
follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of  
.....to any Govt. or Govt. undertaking Organization/Institution in the  
State of West Bengal or other State or States.

2. That no case is pending against me or against my firm in any criminal court of law to supply of  
.....to the Govt. or Govt. undertaking Organization/ Institution  
in the State of West Bengal or other State or States ( If any case is pending, state the details ).

3. That, I also declare that if any information subsequently found incorrect or false will it automatically render  
the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.

4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and  
belief and all the documents attached are genuine & correct.

Deponent (s).

Annexure IV

Scope of Work

Sl. no	Description of the item	Specification	Unit
1	HP Cartridge 88A	As per Sample	Pcs
2	HP LaserJet printer 55A	As per Sample	Pcs
3	Toner Cartridge 36A	As per Sample	Pcs
4	120 G.S.M Paper ( 11.3" X 8.4") [ Make: BILT (Copy Power)]	As per Sample	Pcs
5	120 G.S.M Paper ( 8.4" X 5.65 ") [ Make: BILT (Copy Power)]	As per Sample	Pcs