



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

TECHNICAL EDUCATION DIVISION

Erstwhile West Bengal State Council of Technical Education

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

Karigari Bhavan, 4th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

No. WBSCTVESD/I/2015-16 -0317

Dated: 17.02.2016

NOTICE INVITING TENDER

The undersigned, 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 & Computer accessories as listed 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 items:

| Sl.No | Name of Item | Quantity |
|-------|---|----------|
| 1 | Binding Register-10 nos. (F/S size (200 folio & 400 page) | 20 Pcs |
| 2 | Binding Register-6 nos.(180 folio & 360 page) | 20pcs. |
| 3 | Paper Weight | 20 Pcs |
| 4 | Xerox paper A4 (75 gsm), Copy power | 600 Reem |
| 5 | Arch file (Clip system), Legal (Lever arch file) | 120 Pcs |
| 6 | Stapler M/C (Kangaro) | 30 Pcs |
| 7 | Mug (Cello) | 20 Pcs |
| 8 | Xerox Ink (T K-410) | 10 Pcs |
| 9 | Napthalin (Bengal Chemical) | 2 Kg |
| 10 | Tray for paper (15" X 12" Plastic) | 12 Pcs |
| 11 | Punching M/C (Single) Kangaro | 10 Pcs |
| 12 | Stapler M/C (Big) Kangaro | 15 Pcs |

B. Exam related items:

| Sl.No | Name of Item | Quantity |
|-------|--|-----------|
| 1 | 120 GSM Paper (5.65" X 8.4") | 200 Reem |
| 2 | 120 GSM Paper (11.3" X 8.4") | 200 Reem |
| 3 | Marks foil (120 GSM 4 Portion, New address) | 5000 Pcs |
| 4 | Label Sticker (16L,99X34 WR) | 20 Pkts |
| 5 | Envelope (C) (Cloth Binding 12" X 6", asper sample New office Address) | 12000 Pcs |
| 6 | CD Album (Big size for use 150 Pcs CD) | 20 Pcs |
| 7 | Blank CD (Frontech with Jacket) | 500 Pcs |
| 8 | A4 Paper (Pink 75 GSM) | 6 Reem |
| 9 | A4 Paper (Green 75 GSM) | 6 Reem |
| 10 | Envelope F (10" X 4" Office name, As per sample) | 4000 Pcs |

Computer Accessories:-

| No | Name of Item | Quantity |
|----|---------------------|----------|
| 1 | 38A Toner Cartridge | 2 Pcs |
| 2 | 88A Toner Cartridge | 20 Pcs |
| 3 | 55A Toner Cartridge | 12 Pcs |

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 Envelope containing the bid is to be addressed as follows:
THE SENIOR ADMINISTRATIVE OFFICER 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
- 5) The Envelope 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.
- 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 Vendor 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 WBCTVE&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 :- 26.02.2016 from 10.30 to 3 p.m

Opening date of the Tender :- 26.02.2016 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
18-02-16

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)

To
 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.

of Rates of Items.....

A. Stationery Items:

| Sl. No. | Description of the items | Units | Rate/Unit |
|---------|--|-------|-----------|
| 1 | Binding Register-10 nos F/S size (200 folio & 400 page) | | |
| 2 | Binding Register-6 nos (180 folio & 360 page) | | |
| 3 | Paper Weight | | |
| 4 | Xerox paper A4 (75 gsm) Copy power | | |
| 5 | Arch file (Clip system) Legal (Lever arch file) | | |
| 6 | Stapler M/C (Kangaro) | | |
| 7 | Mug (Cello) | | |
| 8 | Xerox ink (T.K-410) | | |
| 9 | Naphthalin (Bengal Chemical) | | |
| 10 | Tray for paper (15 X 12 Plastic) | | |
| 11 | Punching M/C (Single) Kangaro | | |
| 12 | Stapler M/C (Big) Kangaro | | |

B. Exam related items:

| Sl. No. | Name of Item | Units | Rate/Unit |
|---------|---|-------|-----------|
| 1 | 120 GSM Paper (5.65 X 8.4) | | |
| 2 | 120 GSM Paper (11.3 X 5.4) | | |
| 3 | Marks foil (120 GSM 4 Portion , New address) | | |
| 4 | Label Sticker (18L 99X34 WR) | | |
| 5 | Envelop (C) (Cloth Binding 12 X 8 , as per sample New office Address) | | |
| 6 | CD Album (Big size for use 150 Pos CD) | | |
| 7 | Blank CD (Frontech with Jacket) | | |
| 8 | A4 Paper (Pink 75 GSM) | | |
| 9 | A4 Paper (Green 75 GSM) | | |
| 10 | Envelop F (10 X 4 Office name As per sample) | | |

C. Computer Accessories:

| Sl.no | Name of the item | Units | Rate/Unit |
|-------|---------------------|-------|-----------|
| 1 | 36A Toner Cartridge | | |
| 2 | 88A Toner Cartridge | | |
| 3 | 55A Toner Cartridge | | |

The rates are effective for a period of .5. months from the date of bidding

Signature of Tenderer with seal