



**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, 4<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

No. WBSCTVESD/TED/2017-18-0133

Dated: **09.08.17**  
**17.08.2017**

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 & 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:**

Sl. No.	Name of the item	Units	Quantity
1	Envelope C (12" x 6 ") cloth binding (as per sample)	pcs	6000
2	Envelope F (10 "x 4½"), Ordinary (as per sample)	pcs	4000
3	Pen (Marker ) (Red)	pcs	10
4	Pen (Marker ) (Black)	pcs	10
5	Pen (Marker ) (Green)	pcs	10
6	Pen CD Marker (Black)	pcs.	10
7	Pen CD Marker (Red)	pcs.	10
8	Pen CD Marker (Brown)	pcs.	10
9	pen Use & Throw (Black)amigo shine	pcs.	50
10	pen Use & Throw (Blue)amigo shine	pcs.	50
11	pen Use & Throw (Red)amigo shine	pcs.	50
12	Calculator (Orpat DTC 0712)	pcs.	12
13	Knife (good quality)	pcs.	12
14	Towel (6ft x3 ft) good quality (Blue)	pcs.	8
15	Towel (6ft x3 ft) good quality (yellow)	pcs.	8
16	Towel (6ft x3 ft) good quality (purpale)	pcs.	8
17	Gems clip (steel)	box	100
18	Naptholin (Bengal Chemical)	kg	3
19	Phenyle (Bengal Chemical)	ltr	40
20	Cotton Pad for sweeping	pcs.	30
21	Waste Drum (100 ltr)	pcs.	3
22	Stapler HP 10 (big size)	pcs.	20
23	Attendance Register(100 folio ) as per sample	pcs.	12
24	Fevicol Tube (25 gm.)	pcs.	20
25	Room spray (300 m.l.) (Rajanigandha, Rose)	pcs.	20
26	Rubber Band (Big Size) good quality	kg	10
27	Label Sticker (2m.p.l.)	pkt.	4
28	Label Sticker (6mpl)	pkt.	4
29	Two fold file printing name & address of the Council (as per sample)	pcs.	1000
30	Marks Foil ( as per sample)	ps.	3000

Continued to page.....2

**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. WBSCTVESD/TED/2017-18-0133 dated.09.08.17
- 4) The Envelope 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,4<sup>th</sup> 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 Liceence , Service Tax Registration certificate, GST Registration no.
- 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 (format attached in Annexure III) 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 :- 28.8.2017**

**Opening date of the Tender :- 28.08.2017**

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", 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**  
Senior Administrative Officer (TE)  
West Bengal State Council of Technical & Vocational  
Education And Skill Development

**ANNEXURE I**

**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, 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.	Name of the item	Units	Quantity	Rate
1	Envelope C (12" x 6 ") cloth binding (as per sample)	pcs	6000	
2	Envelope F (10 "x 4½") , Ordinary (as per sample)	pcs	4000	
3	Pen (Marker ) (Red)	pcs	10	
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5	Pen (Marker ) (Green)	pcs	10	
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30	Marks Foil ( as per sample)	ps.	3000	

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

Signature of Tenderer with seal

Annexure III

**Bank Details**

To be attached with Tax Invoice/Bill of successful bidders.

To  
The Administrative Officer (Accounts)  
West Bengal State Council of Technical & Vocational  
Education And Skill Development.

Subject: Bank Details for payment

Ref: 1) Tender No.....  
2) Work Order no.....

Sir,

I hereby furnish my bank details as follows:

1. COMPANY NAME;

2. ADDRESS:

3. BANK NAME:

4. BANK ADDRESS:

5. BANK PHONE:

6. ACCOUNT NAME:

7. ACCOUNT NO.:

8. IFSC CODE:

9. MICR NO.:

10. ACCOUNT TYPE:

11. PAN NO:

12. GSTIN NO:

- (1 & 6 must match)

Yours faithfully,

Signature of Tenderer with seal

Encl: cancelled cheque