



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/TED/2019-20/0789

Dated:10.07.19

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 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:

Sec A:

sl no	Name of Item	unit	Quantity to be procure
1	HP Cartridge(28A) original	pcs	10
2	HP Cartridge(36 A) original	pcs	2
3	HP Cartridge(88A) original	pcs	10
4	Mouse(frontec)	pcs	10
5	Pen Drive(16 gb)	pcs	4
6	Pen Drive(32 gb)	pcs	4

Sec:B

sl.no	Item Descriptin	Unit	Quantity to be procure
1	E nvelop-B (14/10)Office logo,as per sample	pcs	5000
2	Envelop-E(11/5) office logo,as per sample	pcs	5000
3	Calculator(Good quality)	pcs	6
4	Car log book(off.logo),100 Folio as per sample	pcs	12
5	Xerox M/C ink(T.K-410)	pcs	2
6	Stapler M/C(big,steel handle,HP-45) as per sample	pcs	6
7	Spike Buster(good quality)	pcs	5
8	Duster(cloth ,2ft./2ft)	pcs	60
9	Seissor(steel handle)	pcs	10
10	Brush(Toilet)	pcs	10
11	Battery(Calculator)	pcs	24
11	Battery(Pencil)	pcs	24
12	Fore(wodden handle)	pcs	12
13	Naphthalin(bengal chemical)	kg	3
14	Pen Stand(as per sample)	pcs	5
15	Visiting card album(medium size)	pcs	4
16	Pen(marker) (Red, Blue, Black)	pcs	20
17	Pen(hilighter) (2 colour yellow, Green)	pcs	12
18	Refill gel (blue, black colour)	pcs	40
19	CD(blank) with cover	pcs	600
19	Rubber band(big size)	kg	10
20	Waste Paper Basket	pcs	10
21	Punching M/C(s)	pcs	12
22	Service book	pcs	12
23	Mug(plastic)	pcs	12
24	Broom(coconut stick, big handle)	pcs	4
25	Mouse Pad	pcs	10
26	Pen use & throw pen (blue, black,red)	pcs	60
26	Soframycin skin creme(30 gm)	Tube	1

Continued to page----2

SEC C:

sl.no	Item Descriptin	Unit	Quantity to be procure
1	120 GSM white Paper(11.3" x 8.4 ") As per sample	Ream	300
2	120 GSM white Paper (8.4"x 5.6") As per sample	Ream	200
3	xerox Paper (A4) 75 GSM Copy power	Ream	300
4	Legal Paper (F/S) 75 GSM Copy power	Ream	50

General conditions:

- 1) The rate quoted for the items should be valid for one year.
- 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/2019-20/0789 dated 10.07.19
- 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, 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, arrange for supply at the risk and cost of the supplier, in the above circumstances.

Key dates:

Last date of submission of the tender :- 25.07.2019

Opening date of the Tender :- 26.07.2019

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 wish(es) 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.

Sd/-

Chief Administrative officer
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 M. Roy

The Chief 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 _____

Madam,

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.....

Sec A:

sl no	Name of Item	unit	Quantity to be procure	Rate (in Rs.)
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The rates are effective for a period of one year from the date of bidding.

Signature of Tenderer with seal

