

Government of West Bengal

Home Department

Election Branch

21, N.S. Road, Kolkata-700001

No: 430 Home (Elec
R 1E - 23 / 2014

Date: 4th February 2015

Notice Inviting Tender (NIT)

Sealed tenders are invited for item wise rates noted below from reputed, bona fide entities for supply of stationary and other articles at this office as per schedule given below for the time specified in the NIT. Rates for each item shall be quoted on plain paper in letter head format in both figures and words.

Time-Schedule:

Date of release of the NIQ in the website of Chief Electoral Officer, West Bengal and Office Notice Board	Last date & time of submission	Date and time of opening
04.02.2015	20.02.2015 2:00 PM	20.02.2015 3:00 PM

Item wise rates are invited in two bid systems (Technical and Financial) for supply of stationery and other articles described in the list appended herewith. The tender proposal in letterheads shall have to be submitted as per format described therein before the last date & time of submission of tender i.e. on 20.02.2015 at 2.00 PM at sealed boxes preserved at this office.

Terms and Quotations:

Procurement:

The Office of the Chief Electoral Officer, West Bengal procures stationery and other articles for office use throughout the year. The intending entities/agencies/contractors should be sufficiently resourceful and should have sound infrastructure, logistics and financial competence to supply the deliverables in time. In any case, supply of materials/articles shall have to be made within 7 days from the date of issue of the Supply Order as per specifications, wherever spelt out, in the instant NIT. Payment shall be made only after supply of materials/articles as per satisfaction of the authority.

Eligibility:

1. The bidder must be a registered entity. Registration Certificate from competent authority must be enclosed with the tender documents.
2. The bidder must be an entity that has a work experience of having executed similar nature of supply in the last 3 years in any of the Government Departments/Organizations. Requisite certificate of Experience must be attached with the tender documents.

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3. The bidder should submit a self- declaration that it has no previous history of arbitration, litigation, casting aspersions or causing accusations against the Government or its organizations.
4. The bidder is required to furnish an undertaking that it has no previous background of having defaulted while undertaking any previous work of the Government or its entities.
5. The bidder is required to submit *Earnest Money Deposit* of Rs 5,000/- only as to participate in the tender process.

Earnest Money Deposit:

An earnest money of Rs.5000 (Rupees five thousand) only for participation in the tender is to be deposited in the instrument of Bank Draft of any Nationalized Bank in favour of the Chief Electoral Officer, West Bengal, Kolkata 700001”.

The Two-Bid System:

The bidder must submit the tender in following two bid systems. The Technical and Financial bids will be submitted together. Technical bid of the bidders will be opened first, followed with the financial bid.

a) **Technical Bid** - It should contain the copies of the following documents:

- i. Income Tax Reference (if any)/PAN No
- ii. Sales Tax/VAT Registration No
- iii. Professional Tax Registration No
- iv. Trade License No
- v. Co-operative Registration No (for Co-operative Societies)
- vi. C & SSI Registration No (for C & SSI units)
- vii. EMD in the instrument of Bank Draft/Demand Draft.
- viii. Experience/Payment Certificate from the Government Organization/entity.

b) **Financial Bid:** Financial bids will be opened of only those bidders who fulfil all the conditions spelt out in the instant NIT and thus qualify in the technical bid.

- 1) The financial bid should have only prices/rates inclusive of all taxes quoted by the tenderer.
- 2) The individual signing the tender or any document forming a part thereof on behalf of proprietor/Company/firm shall be responsible for producing an authenticated copy of resolution passed by the company or Power of Attorney duly executed in his favour in stamped paper.

- 3) The bidder should quote only one rate for one item as per specification. The rates tendered must remain valid for a period of one year with effect from the date of acceptance of the tender and may be extendable, if required.
- 4) The bidder should give warranty against any item supplied by them and replace the defective item(s) at their own cost.
- 5) The Tender Selection Committee nominated by the Competent Authority to assess eligibility shall carry out the evaluation of bids.
- 6) The EMD furnished with the tender will be retained as performance security for selected bidder.
- 7) In the event of breach/violation or contravention of any terms and conditions contained herein by the selected vendor, the security deposit shall be forfeited and the firm/company shall be blacklisted in addition to termination of contract.
- 8) Schedule of required items are given in the Annexure. Required quantity as shown is tentative and may increase or decrease by 25%.
- 9) Items supplied by the selected vendor should strictly conform to the items specified in Annexure.
- 10) IT, VAT and other deductions shall be made from the bill at source as per rules.

The authority reserves the right to cancel or reject the quotations in whole or in part or can divide the supply between a numbers of suppliers without assigning any reason whatsoever. The authority is not bound to accept the lowest tender.


Deputy Chief Electoral Officer & Ex-Officio
Joint Secretary to the Government of West Bengal

GOVERNMENT OF WEST BENGAL
HOME DEPARTMENT
ELECTION BRANCH
21, N. S. ROAD, KOLKATA-700 001

NO.

DATE :

TENDER NOTICE 2014/15

The Chief Electoral Officer, West Bengal invited sealed tenders from reputed bonafide Co-operatives for supplying the following stationery articles on urgent basis for the period 1st January 2015 to 31st March 2016.

Sl. No.	Item
1.	Arch File, Big
2.	Alpin Bell 100 g.
3.	Button Folder A4
4.	Binder Clip 25mm, 32mm, 19mm
5.	Ball Pen Refill Ordinary
6.	Brown Tape 1" for Packing
7.	Brown Tape 2" for Packing
8.	Ball Pen Glyeer
9.	Car Log Book (200 pages)
10.	Clothed Envelopes 20" x 14" with Print
11.	Cello Tape Big ½" x 72 yds.
12.	Cello Tape Big 1"x72 yds.
13.	Cello Tape 1" x 10 yds.
14.	C.D.Blank (Moser Baer)
15.	Carbon Paper
16.	Cloth Duster 24" x 24"
17.	Calendar 12 digits
18.	Connection Pen Filer cartel
19.	Drinking Water Glass
20.	D.V.D. Moser Baer
21.	FAX Xerox Tonner (Panasonic) 2030
22.	Favistick 15 gms.
23.	Jems Clips, Polycoated
24.	Hi-lighter pen
25.	Note-sheet pad 100 sheets each
26.	Pen Red & Blue
27.	Punching Machine Double
28.	Post it Flag (3 colours) 3" x 3"
29.	Plastic CD Cover
30.	Pencil Battery Duracell A4
31.	Printer Cartridge 36A. H.P.
32.	Printer Cartridge 88A. H.P.
33.	Printer Cartridge 78A H.P.
34.	Printer Cartridge 305A/410A
35.	Printer Cartridge 411A, 412A, 413A (3 colours)
36.	Printer Cartridge 12A. H.P.
37.	Printer Cartridge 51A. H.P.
38.	Printer Cartridge D109S/XIP Model No.SCX-4300 (SAMSUNG)
39.	Polymer Stamp
40.	Paper weight, Glam round

41.	Paper cutting knife
42.	Pencil – Apsara HP (10 in box)
43.	Punching Machine (Single)
44.	Pin Cushion (Magnetic)
45.	Roll Register 4 No. (100 pages)
46.	Roll Register 6 No. (150 pages)
47.	Roll Register 8 No. (200 pages)
48.	Roll band 3-5” 100 gms.
49.	Stapler Machine Big 24/6
50.	Stapler Machine No.10 (Ordinary)
51.	Stapler Pin No.10
52.	Stapler Pin 24/6
53.	Stamp Pad Felex castel
54.	Stamp (Sun)
55.	Scissors (Medium)
56.	Sketch Pens (Luxory)
57.	Scale 12” Omega
58.	Scale 12” (Steel)
59.	Shorthand Note Book
60.	Thread Ball (Red & White) 1000
61.	Tube Gum Fevi gum 20 ml.
62.	Use & Throw Pen
63.	White Board Marker Pen
64.	White Pads with cover (25 sheds)
65.	White Envelopes 11”x7” with print
66.	White Envelopes 11”x7”
67.	White Paper Basket
68.	Xerox Paper HP 85 gms. A4
69.	Xerox Toner
70.	Visiting Cards
71.	PAD INK
72.	Diary Register
73.	File Register
74.	Ordinary Stamp
75.	Knife
76.	Remot Battery
77.	Add. Gel Pen
78.	Second Page Note Sheets
79.	T.V.S. Rebon

The quotation (Along with VAT) on plain paper should reach this department latest by 3 PM on the Fifth day from the date of this notice and the tender will be opened on the same day at 4 PM in presence of the intending participants. Updated Professional Tax/VAT clearance certificate are also with tenders.

The authority shall have the right to accept or reject all or any tender or split up the work without assigning any reason whatsoever and is not bound to accept highest/lowest rate.


Deputy Chief Electoral Officer,
West Bengal

Tender Notice 2014-15(PC)