

**Government of West Bengal
Home And Hill Affairs Department
General Establishment Branch
Nabanna, Howrah-711102**

No.198 -GE/N/1E-02/2023

Dated, Howrah, the 31st January, 2023.

NOTICE

E-tender is invited from bona-fide, reputed and interested suppliers
(Including registered Cooperative societies) for supply of the following items :

Sl. No.	Stationary Item	Indicative requirement
1.	Biscuits cream cracker	1000 packets
2.	Biscuits Marie	1000 packets
3.	Book Short Hand	100 pieces
4.	Book Peon	100 pieces
5.	Botkin	50 pieces
6.	Brown Tape 2 inch	100 pieces
7.	Brown Tape 3 inch	100 pieces
8.	Bucket plastic	10 pieces
9.	CD Marker	60 pieces
10.	Cello Tape 1 inch	100 pieces
11.	Cello Tape 2 inch	100 pieces
12.	Channel File	200 pieces
13.	Clip binder small	10 box
14.	Clip Binder medium	20 box
15.	Clip binder big	20 box
16.	Gems clip plastic coated	120 box
17.	Collins spray 250 ml	20 pieces

18.	Collins spray 500 ml	05 pieces
19.	Cover file	24 pieces
20.	Eraser	100 pieces
21.	Executive clip board	60 pieces
22.	Face Tissue box (Paseo)	100 box
23.	Calculator	60 pieces
24.	Fevi gum 100 ml	100 pieces
25.	Fevi stick medium	150 pieces
26.	File Tag	250 bundle
27.	File Tape	300 role
28.	Flag for marking	150 packet
29.	Button Folder plastic	500 pieces
30.	Folder with clip	100 pieces
31.	Gala for seal	10 box
32.	Glass Borosil	10 set
33.	Hand wash 250 ml	100 Bottle
34.	High lighter	100 pieces
35.	Knife	70 pieces
36.	Meeting Folder	100 pieces
37.	Mug plastic	10 pieces
38.	Nescafe 1.5 gms	10,000 pieces
39.	Note book spiral	50 pieces
40.	Note pad sticky	200 pieces
41.	Paper A4	4000 reams
42.	Paper FS	500 reams
43.	Paper Photo Kodak	50 packet
44.	Pen Writometer executive	100 pieces

45.	Pen Glycer	300 pieces
46.	Pen Use & Throw	500 pieces
47.	Pen pantonic blue	50 pieces
48.	Pen pantonic black	50 pieces
49.	Pen refill (Glycer)	100 pieces
50.	Pen two colour ink	100 pieces
51.	Sketch Pen	100 pieces
52.	Pen refill for two colour ink	100 pieces
53.	Pencil Apsara	200 pieces
54.	Pencil Battery (AA) Eveready	200 pieces
55.	Pencil (AAA)	50 pieces
56.	Pencil Battery Dura cell (AA & AAA)	100 pieces +100 pieces
57.	Permanent Marker	50 pieces
58.	L – folder Legal	500 pieces
59.	L Folder A 4	1000 pieces
60.	Puncher Single	50 pieces
61.	Puncher double	24 pieces
62.	Pen refill Ad Gel	50 pieces
63.	Scale 1 ft Steel	12 pieces
64.	Scale 1 ft plastic	60 pieces
65.	Scissor	100 pieces
66.	Sharpner	150 pieces
67.	Soap Case	06 pieces
68.	Spoon	50 pieces
69.	Stamp pad Blue	100 pices
70.	Pad Ink blue	30 pieces
71.	Stamp pad red	30 pieces
72.	Pad ink red	10 pieces

73.	Stapler (24/6)	50 pieces
74.	Stapler (24/6) pin	100 pkt
75.	Stapler (10)	100 pieces
76.	Stapler (10) pin	200 pkt
77.	Sugar Cube	1000 pkt
78.	Milk Powder	1000 pkt
79.	Tea Bag (Green) Tetely	500 pkt
80.	Tea Bag Tetely	1000 pkt
81.	Tea Leaf Darjeeling	100 KG
82.	Thread Ball	100 ball
83.	Towel Big	100 pieces
84.	Towel Hand	100 pieces
85.	Tray (paper holder)	10 pieces
86.	Vim liquid 250ml	100 pieces
87.	Whitener	100 pieces
88.	Water Bottle	12 pieces
89.	Brown Envelop (25.5 cm*30 cm)	2000 pieces
90.	Brown Envelop (20 cm* 28.5 cm)	2000 pieces
91.	White Envelop (12 cm*27.5 cm)	10000 pieces
92.	White Envelop (11 cm*25 cm)	10000 pieces
93.	Green cotton pasted Envelop (40.5 cm*51cm)	2000 pieces

Last date for submission of the E-Tender is 22nd Feb.,2023 upto 3-00 P.M.

The tender should be addressed to the Deputy Secretary to the Government of West Bengal, Home And Hill Affairs Department, Nabanna, Howrah-711102 on or before --
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The E-tenders should be of 2(Two) bid system such as Technical Bid and Financial Bid.

A. Technical Bid should include the soft copy of following documents :

1. Copy of PAN Card
2. Copy of Profession Tax challan showing upto date payment of Profession Tax
3. Copy of valid Trade License issued by Competent authority
4. Copy of Acknowledgements of latest IT Return
5. Copy of GST registration Certificate (Valid 15 Digit Goods and Service Taxpayer Identification Number under G.S.T. Act, 2017)
6. Copy of Acknowledgement of GST return for the last Financial Year.
7. The Bidders who are exempted from paying earnest money for participation in Tender shall produce supporting document issued by competent authority.

B. Terms & Conditions :

1. Rates quoted shall be valid for one year.
2. The quantities indicated against each item is purely tentative / indicative and orders will be placed as and when requirement arises during the period of one year from the date of acceptance of rates.
3. Each bid paper should be signed by the bidder or his/her authorized person with official seal.
4. Bid price should be inclusive of all prices, taxes, levies, delivery charges and should be the final payable by the buyer. No additional amount/charge shall be payable by the buyer against the product.
5. Bid price should be quoted as per the sample .The sample may be collected from the General Establishment Branch of this Department at Room No. 505 at Nabanna between 12-00 Noon and 4-00 P.M. on any working day.
6. Soft Copy of Earnest money (Bank Draft) i.e 2% of the estimated amount for this tender should be deposited by the bidder through Bank Draft to be drawn in favour of the DDO, Home and Hill Affairs Department payable at Kolkata in a separate envelope along with the Bid with the transcription on the envelope as "Earnest Money Deposit".
7. The original copy of earnest money will be claimed from L1 bidder at the time of issuance of rate acceptance letter.


8. The earnest money deposited by the successful bidder shall be adjusted after the expiry of the period of validity of rate contracts and satisfactory supply of materials as may have been ordered.
9. The successful bidder shall be required to supply the item to the Home And Hill Affairs Department at Nabanna without charging any additional amount.
10. If the successful bidder fails to supply the materials within the stipulated time, the earnest money will be liable to be forfeited besides other penal actions that may be taken.
11. The cost of product shall be paid to the successful bidder after receiving the item in good condition by the competent authority of this Department.
12. The authority reserves its right to accept or reject any or all tenders without assigning any reason whatsoever.
13. If any day mentioned in the Notice happens to be a holiday, the work meant for the date will automatically shift to the next working date without any further reference/correspondence.
14. The authority reserves the right to reject the material at the stage of supply if the materials supplied do not conform to the sample submitted and approved.
15. ***Participants should quote rates for all the items mentioned in the list, otherwise the participation may be rejected by the authority .***
16. Rates for all the items should be quoted in the schedule appended to this notice.
17. L1 Bidder will be decided on individual item basis.
18. Any other information not mentioned in the Notice can be had from the office within office hours of any working day.

C. Financial Bid shall indicate the price of the item inclusive of all charges.

The Technical bid shall be opened by the Department at the first instance and evaluated by the competent authority.

At the second stage, Financial Bid of only the technically acceptable offers should be opened for finalization of the procurement process.

By Order


Deputy Secretary to the Government of West Bengal

No .198/1(3) -GE/N/1E-02/2023
2023.

Dated, Howrah, the 31st January,

Copy forwarded for information and wide circulation to :

1. Centralized e-Tender Portal (<http://wbtenders.gov.in>).
2. Website of Home And Hill Affairs Department, Room No. 505, Nabanna, Howrah-711102
3. Guard File



Officer on Special Duty
Home And Hill Affairs Department