

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

No.728 -GE/N/1E-01/2024

Dated, Howrah, the 21st June, 2024.

NOTICE

1. E-tender is invited from bona-fide, reputed and interested suppliers (Including registered Cooperative societies) for supply of the Stationery Items for official use of Home and Hill Affairs Department for a period of one year from the date of acceptance of the tender.
2. Schedule of tender:-

Sl. No.	Items	Date
1.	Date of uploading NIT documents (Online)	24/06/2024
2.	Document download start time	26/06/2024 at 11:00 am
3.	Bid submission starting	28/06/2024 at 11:00 am
4.	Bid submission closing	22/07/2024 at 11:00 am
5.	Bid opening Technical bid (Online)	24/07/2024 at 03:00 pm
6.	Date of uploading list for Technically qualified bidder (Online)	To be notified later.
7.	Date for opening of Financial bid(online)	To be notified later.
8.	Award of contract	To be notified later.

3. Details of items are as follows:-

Sl No	Item Description	Unit for quoting rate	Required Quantity(approx)
1	Biscuit cream cracker (300gm)	Packet	300 Packets
2	Biscuit Marie (300gm)	Packet	300 Packets
3	Book Peon	Piece	100 Pieces
4	Book Short Hand	Piece	100 Pieces
5	Bot Kin	Piece	50 Pieces
6	Brown envelope (20x28.5 cm)	Bundle	40 bundles (50 Pieces in a bundle)

7	Brown envelope (25.5x30 cm)	Bundle	40 bundle (50 Pieces in a bundle)
8	Brown Tape 2 inch (good quality)	Piece	100 Pieces
9	Brown tape 3 inch(good quality)	Piece	100 Pieces
10	Bucket Plastic	Piece	15 Pieces
11	Button Folder Plastic	Piece	500 Pieces
12	Calculator(ORPAT -OT- 512GTN)	Piece	50 Pieces
13	Car freshener(Ambi pure 60 days)	Piece	20 Pieces
14	Case book (100 pages)	Piece	150 Pieces
15	CD Marker	Piece	200 Pieces
16	Cello Tape 2 inch(good quality)	Piece	50 Pieces
17	Cello Tape 1 inch(good quality)	Piece	100 Pieces
18	Channel file	Piece	200 Pieces
19	Clip Gems Plastic Coated	Box	150 boxes (100 pieces in a box)
20	Clip Binder Big (51mm)	Box	20 boxes (144 pieces in a box)
21	Clip Binder Medium (25mm)	Box	20 boxes (144 pieces in a box)
22	Clip Binder small (3/4")	Box	20 boxes (144 pieces in a box)
23	Collins Spray 250 ml	Bottle	20 bottles
24	Collins Spray 500 ml	Bottle	05 bottles
25	Cotton duster	Piece	1000 Pieces
26	Cover File plastic	Piece	24 Pieces
27	Darjeeling Tea Bag Tately (100 bag)	Packet	400 Packets
28	Darjeeling Tea bag Twings (25 bag)	Packet	50 Packets
29	Diary register (100 pages)	Piece	100 Pieces
30	Dustbin (plastic)	Piece	30 pieces
31	Eraser	Piece	200 Pieces
32	Executive clip Board	Piece	60 Pieces
33	Face Tissue Box (passio)	Box	100 boxes
34	Fevi gum 100 ml	Piece	200 Pieces

35	Fevi stick Medium	Piece	250 Pieces
36	File cover <u>brown</u>	Piece	10000 Pieces
37	File index register(100 pages)	Piece	100 Pieces
38	File register (100 pages)	Piece	150 Pieces
39	File Tag	Bundle	250 bundles (50 pieces in a bundle)
40	File Tape	Role	500 role
41	Flag for marking	Packet	300 Packets (80 sheet in a packet)
42	Folder with clip	Piece	100 Pieces
43	Gala for Seal	Packet	10 Packets
44	Glass <u>Borosil</u>	Set	10 sets (six pieces in a set)
45	Green cotton pasted envelop(35x25.5 cm)	Bundle	10 Bundles (50 Pieces in a Bundle)
46	Green cotton pasted envelop(40.5x51 cm)	Bundle	20 Bundles (50 Pieces in a Bundle)
47	Green cotton pasted envelop(44x37.5cm)	Bundle	10 Bundles (50 Pieces in a Bundle)
48	Green Tea Bag Tately (25 bags)	Packet	100 Packets
49	Hand wash 250 ml (Dettol)	Bottle	100 bottles
50	High Lighter	Piece	200 Pieces
51	Hit Cockroach medium size	Bottle	10 Bottles
52	Hit mosquito medium size	Bottle	10 Bottles
53	Issue register (100 pages)	Piece	150 Pieces
54	Knife	Piece	100 Pieces
55	L Folder A4 (Transparent)	Piece	1000 Pieces
56	L Folder Legal (Transparent)	Piece	500 Pieces
57	Marker pen for white board	Piece	10 Pieces
58	Meeting folder	Piece	100 Pieces
59	Milk powder Amulya 200 gms	Packet	400 packets
60	Mug <u>Plastic</u> (1.5 lt)	Piece	10 Pieces
61	Naphthalene ball 200 gms Bengal Chemical	Packet	30 packets
62	Nescafe 1.5 gms	Sachet	4000 sachets
63	Note Book <u>spiral</u> 50 pages (13 cm*21cm)	Piece	100 pieces

64	Note pad Sticky	Packet	200 packets
65	Pad Ink Blue	Bottle	100 bottles
66	Pad Ink Red	Bottle	30 bottles
67	Paint Marker White	Piece	20 pieces
68	Paper A4 (JK Copier)	Ream	2500 reams
69	Paper cup 120 ml (White colour)	Piece	20000 Pieces
70	Paper FS (JK Copier)	Ream	500 reams
71	Paper napkin (Passio)	Packet	100 packets
72	Paper Photo Kodak	Packet	50 packets
73	Pen Glycer	Piece	300 Pieces
74	Pen Pentonic black	Piece	150 Pieces
75	Pen Pentonic Blue	Piece	150 Pieces
76	Pen refill Ad Gel	Piece	200 Pieces
77	Pen refill for two Colour ink	Piece	200 Pieces
78	Pen refill Glycer	Piece	100 Pieces
79	Pen Reynolds trimax blue & Black	Piece	300 Pieces
80	Pen Sketch Black	Piece	150 Pieces
81	Pen sketch blue	Piece	150 Pieces
82	Pen two colour Ink	Piece	150 Pieces
83	Pen Uniball	Piece	100 pieces
84	Pen Use and Throw	Piece	500 Pieces
85	Pen writometer	Piece	100 Pieces
86	Pencil Apsara	Piece	300 Pieces
87	Pencil Battery Dura cell(AAA)	Piece	100 Pieces
88	Pencil Battery (AA)	Piece	200 Pieces
89	Pencil Battery (AAA)	Piece	100 Pieces
90	Pencil Battery Dura cell (AA)	Piece	100 Pieces
91	Permanent Marker	Piece	100 Pieces
92	Puncher Double	Piece	24 Pieces
93	Puncher Single	Piece	100 Pieces
94	Room Freshener (Godrej)	Piece	60 pieces
95	Scale 1 ft plastic	Piece	100 Pieces
96	Scale 1 ft Steel	Piece	12 Pieces
97	Scissor	Piece	100 Pieces
98	Sharpener	Piece	200 Pieces

99	Soap Case	Piece	06 Pieces
100	Spoon Tea (VIP)	Piece	100 Pieces
101	Stamp Pad Blue	Piece	150 Pieces
102	Stamp Pad Red	Piece	30 Pieces
103	Stapler (10)	Piece	100 Pieces
104	Stapler (24/6)	Piece	100 Pieces
105	Stapler Pin (10)	Box	200 boxes (20 pkt/ box)
106	Stapler Pin(24/6)	Box	100 boxes (20pkt/box)
107	Sugar Cube	Packet	400 packets
108	Tea leaf Darjeeling 250 gm	Packet	50 packets
109	Thread ball	Ball	150 balls
110	Towel Hand (small & midium size)	Piece	100 Pieces
111	Towel big size	Piece	100 Pieces
112	Tray for serving	Piece	10 Pieces
113	Vim Liquid 250 ml	Bottle	100 bottles
114	Water bottle (Milton 1lt)	Piece	24 Pieces
115	White envelope (11x25 cm)	Bundle	160 Bundles (50 Pieces in a Bundle)
116	White envelope(12x27.5cm)	Bundle	160 Bundles (50 Pieces in a Bundle)
117	Whitener (correction ink)	Piece	150 Pieces

4. The tender should be addressed to the OSD & E.O Deputy Secretary, Home and Hill Affairs Department, Government of West Bengal, Nabanna, Howrah-711102.
Tenders will be opened at 3:00 P.M of 24/07/2024 at Nabanna, Howrah -711102.

5. A. The E-tenders should be of 2 (Two) bid system viz. as Technical Bid (Bid A) and Financial Bid (Bid-B).

Bid A:- Technical Bid should be submitted with the soft copy of the following documents :

- Copy of PAN Card
- Copy of Profession Tax challan showing upto date payment of Profession Tax
- Copy of valid Trade License issued by Competent authority
- Copy of Acknowledgement of latest IT Return
- Copy of GST registration Certificate (Valid 15 Digit Goods and Service Taxpayer Identification Number under G.S.T. Act, 2017)
- Copy of Acknowledgement of GST return for the last Financial Year
- Copy of Demand Draft for EMD. (Later, the original copy of Earnest Money will be asked for by the Department from L1 bidder at the time of issuance of rate acceptance letter.)

- h. The Bidders who are exempted from paying earnest money for participation in Tender shall submit supporting document issued by competent authority.
- i. Audit report of the last financial year (In case of Firm) and annual accounts of the last financial year.
- j. Bank A/C details
- k. Experience Certificate/work orders (similar nature)

Bid B:- Financial Bid :- Financial Bid (BOQ) shall indicate the price of the item in Indian Rupees inclusive of all taxes, levies, delivery charges etc.

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

At the second stage, Financial Bids of only the technically acceptable offers shall be opened for finalization of the bidding process.

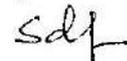
Encl: Schedule of items put to tender with rate.

6. Terms & Conditions :

- (i) Rates quoted shall be valid for one year.
- (ii) 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.
- (iii) Each bid paper should be signed by the bidder or his/her authorized person with official seal.
- (iv) No additional amount/charge shall be payable by the buyer against the product.
- (v) Bid price should be quoted as per the sample .The sample may be collected/ inspected 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.
- (vi) Soft Copy of Earnest money (Bank Draft in favour of the DDO, Home and Hill Affairs Department, payable at Kolkata) @ 2% of the amount quoted in total should be furnished by all bidders and after completion of bidding process Bank Draft should be deposited by the successful bidder (L1 bidder) to this Department at Room No.505, Nabanna.
- (vii) 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.
- (viii) The successful bidder shall be required to supply the item to the Home and Hill Affairs Department at Nabanna without charging any additional amount.

- (ix) 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.
- (x) 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.
- (xi) The authority reserves its right to accept or reject any or all tenders without assigning any reason whatsoever.
- (xii) Acceptance of the lowest bid is not obligatory and the undersigned reserve the right to accept or reject any e-tender partly or, fully without assigning any reason thereof.
- (xiii) 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.
- (xiv) 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.
- (xv) **Participants should quote rates for all the items mentioned in the list, otherwise the participation may be rejected by the authority.**
- (xvi) The successful bidder (L1) will have to enter into an agreement with the Department for supply of the items at the accepted rates and in good quality.
- (xvii) Any other information not mentioned in the Notice can be had from the office within office hours of any working day.

By Order



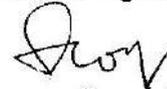
OSD & E.O Deputy Secretary
to the Government of West Bengal

No.728/1(2) -GE/N/1E-01/2024

Dated, Howrah, the 21st June , 2024.

Copy forwarded for information and wide circulation to :

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



Officer on Special Duty
Home And Hill Affairs Department

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

Check box of documents attached

<u>Sl No</u>	<u>Items</u>	<u>Whether attached (Use \checkmark)</u>
1.	PAN	
2.	Upto date P-Tax challan	
3.	Valid Trade Licence	
4.	Acknowledgements of latest IT Rturn	
5.	GST Registration Certificate	
6.	GST Return of last year	
7.	Demand draft No and value for EMD	
8.	Supporting documents for exemption of EMD.	
9.	Audit report and Annual Accounts of the last financial year (In case of Firm)	
10.	Bank A/C details.	
11.	Experience Certificate/work orders (similar nature)	
12.	Any other relevant documents, if any	

DATE:-

Signature of tenderer