



**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)

No. WBSCTVESD/TED/2019-20/1532

Dated: 13.02.2020

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 the item	Units	Quantity
1	Pen (use & throw) Amigo gel (Red, Black, Blue)	pcs.	180
2	Pen(link)Red,Black,Blue, Green	pcs.	120
3	Pen(gel)black, blue	pcs.	40
4	Pointec pro cello gel pen(blue,black,green)	pcs.	30
5	Refill(link) 4 colour	pcs.	40
6	Refill(gel) 2 colour	pcs.	30
7	Refill(cello-gel)	pcs.	10
8	Gum(camel)150 M.L	Bottle	20
9	Eraz-Ex(pen)	pcs.	20
10	Eraz-Ex(bottle) kores	bottle	10
11	Tag	bunch	30
12	Plastic folder with button	pcs.	100
13	File(2fold)office logo,as per sample	pcs.	2000
14	Cash Book(340pg,170folio)as per sample	pcs.	2
15	Cheque Register(F/S)100fl.200pg,as per sample	pcs.	5
16	Phynile(bengal chem.)	LTR.	40
17	Napthalin(Bengal chem.)original	Kg.	1
18	Printing Reg.(300fl.600pg.)as per sample	pcs.	6
19	Acid(Muratic) toilet use	bottle	20
20	Knife(kangaroo,steel handle)	pcs.	10
21	Punching M/C(single,kangaroo,steel handle)	pcs.	10
22	Post it pad(flag)	Pad	40
23	Stapler m/c(HP-10,small,kangaroo)	pcs.	20
24	White Tape(cotton)	pcs.	100
25	Vim Powder	KG.	20
26	Vim Bar(500gm.)as per sample	pcs.	10
27	Broom(grass)	pcs.	60
28	sweeping stand with mob(2ft.)as per sample	pcs.	6
29	Pilot hi tech point pen(05)luxor,4 colour	pcs.	40
30	C/D blank with cover(frontec)	pcs.	400
31	Glycerine I.P	M.L	500
32	Room Freshner(rajanigandha or rose)	pcs.	6
38	Label Sticker(16 MPL.)Novajet	pkt.	20
39	Pen(marker)black,blue,red,green	pcs.	40
40	Jute Bag(1.5"/1.3') as per sample	pcs.	400

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Sl.no.	Name of the item	Unit	Quantity
1	HP Cartridge 78A(original)	pcs	1
2	HP Cartridge 36A(original)	pcs	2
3	HP Cartridge 81A(original)	pcs	3
4	HP Cartridge 28A(original)	pcs	12
5	HP Cartridge 88 A(original)	pcs	8
6	HP Cartridge 18A(original)	pcs	2
7	NPG 59 Toner	pcs	4
8	CF-256/A xerox ink cum printer	pcs	6
9	HP Cartridge 32 A(original)	pcs	8
10	HP Cartridge 30 A(original)	pcs	6

## Sec-c

1	Xerox paper(A4) copy power	ream	300
2	White paper(120 gsm)11.3"/8.4"	ream	300
3	White paper(120 gsm)8.4"/5.65"	ream	300

**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/----- dated-----
- 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, 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 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 :- 24.02.2020 up to 4 p.m.**

**Opening date of the Tender :- 25.02.2020**

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 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.

**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

*The Chief 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.....

## Sec.A

Sl.no.	Name of the item	Units	Quantity to be procure	Rate
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3	White paper(120 gsm)8.4"/5.65"	ream	300	

The rates are effective for a period of one year from the date of bidding.

Signature of Tenderer with seal