



# WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal

Karigari Bhavan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700 160

Memo no. WBSCTVESD/TED/2021-2022/0293

Dated : 20 .12.2021

## Notice Inviting Tender (NIT)

**Subject :** “Seeking sealed tender for supply for Stationary articles at WBSCT&VE&SD “

The Competent authority of the Council invites sealed tenders for supply for Stationary articles at WBSCT&VE&SD. The Bonafide & reputed bidders having experience in similar field are hereby requested to submit tender as per the specification given in Scope of Work. Bid in offline form should be submitted before 2PM of 27<sup>th</sup> December , 2021.

### Scope of Work:

SL.NO	Name of the Items	Quantity
1	Duster Cloth (2' x 2')	100
2	Mouse	10
3	Liquid Soap (Hand wash)	40
4	Naphline Qube	50
5	Cotton Pad for swping	40
6	Pendrive 16 GB (USB 3.0)	10
7	Pendrive 32 GB (USB 3.0)	15
8	Hand Soap Dettol	100
9	A4 Paper Copy Power 75 Gsm	600
10	Fs Paper Copy Power 75 Gsm	100
11	White Paper (11.3" x 8.4") 120 GSM	400
12	White Paper (8.4" x 5.65") 120 GSM	300
13	Eze Mop with stand (As Per sample)	5
14	Pen (Use an thro) Blue/ Black/ Red/ Green AGNI 4G 0.6 mm Ball Pens	100
15	Envelop Brown (11" x 5")	200
16	ISSUE Register (400 Folio) 200 Pages (As per Sample)	5
17	Bank Advice (200 folio) (As per sample)	5

18	Bill Register (300 folio) (As per sample)	5
19	Fonttact Spicebaster	10
20	Technovov/ Econo Wash Kr	60
21	Coasts colourfast white Ink Q/s DIC	12
22	Coasts colourfast GOLD yellow Ink Q/s DIC	12
23	Technovov Reducer Liquid	2
24	Old Cloth	30
25	Castrol CRB Plus (20W - 40 CF4)	10
26	Surf excel (Big Bar)	20
27	Costs colour fast CONC DIC Royal Blue Q/S	3
28	Costs colour fast Gloria Red Q/S DIC	4
29	Cutter Patti	4
30	Cutter	3

#### **Submission of Bid:**

The intending bidders shall have to deposit their rates in the tender box placed in the office. The vendor should be registered agency and should have experience in supplying similar products to any other Govt./ semi Govt /autonomous bodies for last 3 years.

- They should have a registered office in Kolkata.
- No bidder will be allowed to bid in proxy.
- No bidder who has a part or interest in another bidder will be allowed to bid.
- Cooperative Societies are requested to bid directly and not through agents.
- Bidder will have to submit Security Deposit of Rs.25,000/- in form of Demand Draft drawn from any nationalised bank valid for a period of no less than 120 days from the date of Bid Opening.

Any violation of the above bidding requirements will result in cancellation of bid or non payment in case the deviation comes to notice later.

Sealed envelopes clearly mentioning in super-scripting "Tender for Stationary article " should be dropped in the Tender box located at 4<sup>th</sup> Floor WBSCT&VE&SD office. The bid should be addressed to the CAO, WBSCT&VE&SD at above mentioned address on or before 27<sup>th</sup> December, 2021 at 2.00 p.m. This office shall not be responsible for any delay in postal transit. No bid shall be accepted after the due date and time.

Detailed NIT will be available at [www.webscte.co.in](http://www.webscte.co.in). Corrigendum and addendum, if any, will only be available in that website.

Tender will be opened on the same day at 4<sup>th</sup> floor of Karigari Bhavan at 4: 00 PM. Any participating bidder or his/her authorized representative (authorized in writing by the tenderer) may remain present when such tender paper is opened. For any queries, intended agency may contact the office through mail [wbsctvesd.ted@yahoo.com](mailto:wbsctvesd.ted@yahoo.com).

#### **Terms and Condition :**

##### **1. The Bid Document should contain**

- i. Self attested copy of Valid Trade License
- ii. Self attested copy of PAN Card of Company

- iii. Self attested copy of Professional Tax Clearance Certificate
- iv. Self attested copy of GST Registration Certificate
- v. Certificate of Credential of Similar Kind of Work from the previous /existing Institutions in support of eligibility Clause.
- vi. Last three years Income Tax returns of the Company.
- vii. An EMD amounting Rs. 15000/- ( Fifteen Thousand Only) is to be submitted in form of Demand Draft favouring WBSCT&VE&SD payable at Kolkata.
- viii. Self Certified declaration that the Bidder satisfies the Bid clause mentioned in "Submission of Bid".

## 2. Financial Requirement

- 1) The rate quoted will have to be inclusive of all charges whatsoever.
- 2) The bidder will have to quote their rate in both in numbers and in word.
- 3) The Council reserves the right to cancel any or all the quotation if so required without assigning any reason thereof.

## 3. Terms of Work

Eligible bidder will have to make the supplies within 20 days of issuance of work order. If it is found that the supplies are not according to the specified quality the same will be returned with a scope to resupply within next 10 days. In case of failure to do the same the Work Order will stand cancelled and the Security Deposit will be forfeited.

  
Chief Administrative Officer,  
WBSCT&VE&SD

Memo no. WBSCTVESD/TED/2021-2022/0293

Dated : 20.12.2021

Copy forwarded for information and necessary action to :-

1. Chairperson, WBSCT&VE&SD
2. -5) ....., Members of Purchase Committee, with a request to remain present at the time of opening tender as stated above.
- 6) Office Notice Board.

  
Chief Administrative Officer,  
WBSCT&VE&SD