



**WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.**  
 (A Government of West Bengal Undertaking)  
 11A, Mirza Ghalib Street, Kolkata-700 087.

**E-TENDER DOCUMENT**

Memo no. **WBECSCL/7/2022 - SEC(WBECSCL)-WBECSCL/Computer No:**  
**578777/586** Date: **13.12.2022**

E-tender is invited for supply of stationery articles/items for office use mentioned in Annexure-I attached herewith from bonafide Supplier/Co-Operative Society having GST registration as per norms. Terms & Conditions of this e-tender are also mentioned below. The specimen copies or samples of each article/item which are available at the Central Store, General Administration Division, WBECSCL Ltd., Ground floor, Block-B, Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata 700087 for reference purpose. The stationery articles are to be delivered at above mentioned address.

E-Tender Documents will be available on & from 14.12.2022 at 3:00 p.m. at [www.wbtenders.gov.in](http://www.wbtenders.gov.in) . It can be viewed at [www.wbecsecegovernance.com](http://www.wbecsecegovernance.com)

**:Closing date and time:**

Submission of the Technical and Financial bid on or before 03.01.2023 upto 3:00 p.m. (Online). Pre bid meeting will be held at 01:00 p.m. on 23.12.2022 at H.Q., Block-B, WBECSCL Ltd.

The Bidders should furnish an Earnest money of Rs.20,000.00 (Rupees twenty thousand only) and that should be deposited online through E-Tender portal by 03.01.2023 before 3:00pm.

**Details of date and time schedule is mentioned at Appendix-IV.**

The Financial Offer of the prospective Bidder will be considered only if the Technical aspect of such Bidder is found qualified by the authority of the Corporation. The decision of the Corporation will be final and binding upon in this regard.

**Tenders comprising both technical and financial bids are to be submitted concurrently, digitally signed and to be uploaded in the website: [www.wbtenders.gov.in](http://www.wbtenders.gov.in)**

HEAD OFFICE: WBECSCL Ltd., Block-B, 11A, MIRZA GALIB STREET, KOLKATA - 700087.

## Stationery Articles/Items

Annexure-I

Sl no.	STATIONERY ARTICLES	Unit	QUANTITY	Sl no.	STATIONERY ARTICLES	Unit	QUANTITY
1	A4 Page (Ream) (70 GSM) (B2B/J K Copier/Trident)	Ream	100 ream	24	Cellotape – Small (24mm) ( Rate of piece)	Piece	200 pcs
2	FS Page (Legal page) (Ream) (70 GSM) (B2B/J K Copier/Trident)	Ream	50 ream	25	Stapler Machine (Big) (Kangaro) ( Rate of piece)	Piece	50 pcs
3	10*12*1 Computer Paper (in pages) (70 GSM)	Page	10000 pages	26	Stapler Machine 10D Small (Kangaro) ( Rate of piece)	Piece	50 pcs
4	One hole Punching machine (Kangaro)	Piece	20 Pcs	27	Small stapler Pin 10D (Kangaro) (Rate per box of 1000 staples- 20X50)	Box	50 boxes
5	Two hole Punching machine (Kangaro)	Piece	20 Pcs	28	Stapler Pin Big (Kangaro)(Rate per box of 1000 staples-20X50)	Box	50 boxes
6	White Dista Khata (One piece of 48 pages)	Piece	100 pcs	29	AI-Pin ( Rate of box)	Box	10 boxes
7	Rule Page Dista Khata (One piece of 48 pages)	Piece	100 pcs	30	Borer ( Rate of piece)	Piece	100 pcs
8	Arch File	Piece	100 pcs	31	Carbon Paper (Kores/ Camel) (Rate per pad of 100 sheets) (210 mm x 330 mm)	Pad	20 pads
9				32	File Flap ( Rate of piece)	Piece	5000 pcs
10	Pencil (Camel/Apsara/Nataraj) (Rate per box of 10 pencils)	Box	20 boxes	33	Wooden Scale ( Rate of box)	Box	20 box
11	Sharpener (Camel/Apsara/Nataraj) (Rate per box of 20 sharpeners)	Box	20 boxes	34	A4 Plastic Folder (Transparent) ( Rate of piece)	Piece	100 pcs
	Eraser (Camel/Apsara/Nataraj) (Rate per box of 20 erasers )	Box	20 boxes				
12	Black refill (Cello/Linc/Flair) (Rate per refill)	Piece	500 pcs	35	File Tag (Rate per bundle) (100 pieces of one bundle)	Bundle	500 bundle
13	Blue Refill (Cello/Linc/Flair) (Rate per refill)	Piece	500 pcs	36	Gum (Liquid) (Per bottle 500ml) (Camel/Fevi gum/Fevicol) ( Rate of bottle)	Bottle	60 bottle
14	Red refill (Cello/Linc/Flair) (Rate per refill)	Piece	500 pcs	37	James clip (100 per box) (Rate per box)	Box	20 boxes
15	Blue/Black/Red/Green gel pen (Cello/Linc/Flair) (Rate per pen)	Piece	500 pcs	38	Paper weight ( Rate of piece)	Piece	100 Pcs
16	Blue Pen (Cello/Linc/Flair) (Rate per pen)	Piece	1000 pcs	39	Duster (Cotton)( 15 inch x 15 inch) ( Rate of piece)	Piece	100 pcs
17	Ordinary dot pen (Cello/Linc/Flair) (Rate per pen)	Piece	1000 pcs	40	Cover basket (Plastic)( Medium ) ( Rate of piece)	Piece	50 pcs
18	Marker Pen (Artline/Cello/Linc) (Rate per pen)	Piece	50 pcs	41	Post-it-band( One colour) ( Rate of piece)	Packets	50 pkts
19	Highlighter Pen (Light Green) (Faber-Castell/Luxor/Cello) (Rate per pen)	Piece	100 pcs	42	Post-it-band multi color(3in x 3in ) (76 x 76 mm) ( Rate of piece)	Packets	50 pkts
20	Correction pen (Faber-Castell/Luxor/Cello) (Rate per pen)	Piece	100 pcs	43	HP-110A Cartridge ( Rate of piece)	Piece	20 pcs
21	Stamp Pad Ink bottle (Faber-Castell/Camlin/Soni Officemate/ Gripex)	ml	50 pcs (bottle)	44	HP-12A Cartridge ( Rate of piece)	Piece	20 pcs
22	Stamp Pad (Faber-Castell/Camlin/Soni Officemate/ Gripex) (Rate per pad of 110mm X 70 mm)	Piece	50 pcs(pad)	45	HP-88A Cartridge ( Rate of piece)	Piece	20 pcs
23	Cellotape – Big (72mm) ( Rate of piece)	Piece	100 pcs	X	X		X

<b>TERMS &amp; CONDITIONS:-</b>			
1)	<b>Inspection of sample</b>	:	Must be inspected at Central Store, General Administration Division, Block-B, Ground floor on any working day during office hours.
2)	<b>Sample/ Specimen copy of article/item</b>	:	No rate will be considered which are not followed by sample expect Brand Item/proprietary item with proper identification on the firm.
3)	<b>Schedule time of supply and delivery address.</b>	:	<p>i. It shall strictly be maintained as per order to be issued from this office failing which the supply order will be liable for cancellation.</p> <p>ii. All article /item to be delivered at the Central Store, General Administration Division, WBECSC Ltd., Ground floor, Block-B, Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata 700087</p>
4)	<b>Return of article/item</b>	:	Articles not conforming to size/specification/sample will be rejected during delivery and shall be taken away by the supplier instantly from the spot concerned. If it is noticed post delivery by the Store In-charge & other official that supplied items are not matching with our specimen, the supplier will be penalized for misleading the Corporation. Also during Contract tenure, if the supplier violates the office order related to supply, then the later is liable to be black listed.
5)	<b>Payment</b>	:	It will be made by through NEFT/RTGS against submission of bills (B2B) in triplicate along with original challan and acknowledgement/receipt stamp and signature of the store-in-charge of Central store of General Administrative Div. mentioning that article/item received in good condition and also as per sample/ specimen.
6)	<b>EMD</b>	:	<p>A) The Bidders should furnish an Earnest of Rs.20,000.00/- (Rupees twenty thousand only) and that should be deposited online through e-tender portal of wbtenders.gov.in by 03.01.2023 before 3:00pm. Tender uploaded without Earnest money shall be summery rejected. In case of unsuccessful bidders, the earnest money will be refunded. The Earnest Money so deposited will not carry any interest.</p> <p>B) The amount remitted towards Earnest Money is liable to be forfeited in case the Bidder resign from his/their offer after submission of e-tender or after acceptance of offer by "W.B.E.C.S.C. Limited in such a situation the Management of the Corporation will be at liberty to negotiate rates with L-2 and or L-3 for supplying Manpower at the rate of L-1 and issue offer letter.</p>
7)	<b>Documents</b>	:	<p>A) Photocopy of Valid Trade License regarding supply of Stationery items.</p> <p>B) Photocopy of GST Code Registration Certificate &amp; last month return,</p> <p>C) Photocopy of Valid Profession Tax Certificate,</p> <p>D) Photocopy of Income Tax return of any one financial year out of last three financial years from 2018-19 to 2020-21.</p> <p>E) Photocopy of Credentials of Similar Type of work at Govt. &amp; Semi Govt. department of any one financial year out of last three financial years from 2018-19 to 2020-21.</p> <p>F) Self Attested Photocopy of PAN,</p> <p>G) Photocopy of Bank Solvency Certificate,</p> <p>H) Photocopy of Aadhar card of the proprietor if the supplier is a Proprietorship concern, Partnership Deed if the supplier is a partnership Firm and memorandum and articles of association if, the supplier is a company are to be annexed with the Tender Form.</p> <p>I) Photocopy of the Agency/Firm must have office in Kolkata and proper address proof (i.e. Recent Electricity bill, Recent Tax bill, Recent Telephone bill, Recent Rent Bill etc.) is/are to be uploaded.</p>

8) The quantities of article/item mentioned in Annexure-I are indicative in nature and order quantity may increase/decrease as per requirement from time to time and work order will be issued to selected bidder(s) accordingly. Rates provided will be valid for 01(one) year from the date of first work order.

9) If any negligence related to supply of the items is noticed by the Corporation, the agency will be blacklisted.

10) Rate must be quoted (article/item wise) in BOQ format (Annexure –III) as per specification of article/item mentioned in Annexure –I.

**11) OPENING OF TENDER:**

The offer is comprised of two bids, one is technical bid and other is financial bid.

(a) The **technical bid** should contain the following:

- i. The Notice Inviting the Tender.
- ii. The documents as mentioned vide para 7 (Point no. A to I) of terms & conditions & appendix-I.
- iii. Any other relevant document which the firm wishes to submit.

(b) The **Financial bid** should contain the following as mentioned in para 16 (Annexure –III) of terms & conditions:

Either the tenderer OR the person duly authorized by the tenderer alone will be allowed to be present at the time of opening of the tenders / negotiation. The Managing Director reserves the right to reject any tender without assigning any reason thereof and the same should not be questioned at any period, whatsoever.

The tender receiving Officer, on opening each tender, will prepare a statement on the basis of the documents submitted by the tenderers and send the same to the Chief General Manager, WBECS Ltd.

**12) VALIDITY OF OFFER:**

The offers made by the tenderers shall be valid for acceptance upto 01 (one) year with same specifications from time to time and work order will be issued to selected bidder(s) accordingly. The tenderer should not quote any other date for the validity of the offer. Tenders quoting any other validity date are liable to be summarily rejected.

The Managing Director, WBECS Ltd. is not responsible for any upward revision of any taxes viz, GST etc., or raw material and the extra amount, if any incurred towards the above items; will be borne only by the successful tenderer.

**13) AGREEMENT:**

The successful tenderers shall execute an Agreement on a stamp paper of value as per law within three days from the date of receipt of the communication of acceptance of the Tender. In the event of failure to execute the agreement, the Tenderers will be treated as having committed breach of contract and will be liable to pay damages to the Corporation for such breach of contract besides black listing the firm. Further the W.B.E.C.S.C. Limited, reserves the right to collect the consequential loss, if any, sustained by the W.B.E.C.S.C. Limited on account of re-tender from the tenderers and the tenderers are bound to pay the same on demand.

**14) GENERAL:**

A Pre bid meeting will be held on 23.12.2022.

It is not binding on the part of the Managing Director, WBECS Limited, to accept the lowest tender or any tender and he reserves the right to reject or accept all or any tender fully or partly without assigning any reason thereof. The Managing Director also reserves the right to accept one or more tenders.

The Managing Director reserves the right to relax or waive or amend any of the tender conditions and to reject the tender if any of the conditions enumerated in the tender conditions are violated.

**15) QUESTIONNAIRE ABOUT TENDERER**

1. (A) Name of the Firm \_\_\_\_\_

(B) GST Code \_\_\_\_\_

(C) HSN Code. \_\_\_\_\_

2. (i) Full address \_\_\_\_\_ Phone no. \_\_\_\_\_

(ii) Local Address \_\_\_\_\_ Phone no. \_\_\_\_\_

3. Name of the authorized person \_\_\_\_\_ Contact no. \_\_\_\_\_

4. Whether firm is registered in firm Registration  
(in case of Partnership firm)

YES	NO
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5. Registered in Company's Act  
(in case of Company)

YES	NO
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6. Whether they have registered their  
design & trade mark or brand if no then,

YES	NO
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7. Whether they have applied for the same.

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8. Whether authorization letter duly authorizing the person  
to attend the Tender / Negotiation enclosed.

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9. The date of commencement of the firm DD / MM / YYYY \_\_\_\_\_

10. Whether they have deposited required earnest money.  
If so MR No. & Date be mentioned.

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Signature of the Tenderer with capacity

Management reserves the right to either accept or reject any or all the quotation and/or negotiate with any one or more without assigning any reason whatsoever.

**16) Proforma for Financial Bid**

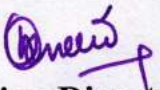
(To be filled &amp; signed in Excel in BOQ format)—Annexure-III

Annexure – IV

**17) DATE and TIME schedule for the**  
WBECSEL/7/2022-SFC(WBECSEL) -  
WBECSEL/Computer No.578777/NIT No. : 586Date: 13.12.2022

Sl. No	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents by <i>W.B.E.C.S.C. Limited.</i> (online) (Publishing Date)	From 14.12.2022 at 3:00 p.m.
2.	(Online) (Opening) Documents downloading by prospective bidders	From 14.12.2022 at 3:00 p.m.
3.	Last date of submission of Earnest Money	03.01.2023 at 3:00 p.m.
4.	Closure of online Bid submission	03.01.2023 at 3:00 p.m.
5.	Opening date for Technical Bid (Online)	06.01.2023 at 3:00 p.m.
6.	Date of opening of Financial Bids (Online)	11.01.2023 at 3:00 p.m.
7.	Date of uploading details of lowest bidder(s) along with his rates (online).	13.01.2023 at 3:00 p.m.

For any query, contact – Shri Amit Roy, Jr. A.M. (GA), Mobile no. 8240518369  
Shri Chiranjit Samanta, SAE (Civil), Mobile no. 7044230115

  
Managing Director  
W.B.E.C.S.C. Ltd.