

**Government of West Bengal**  
**Backward Classes Welfare Department**  
Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091  
[www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in)

Date: 05.12.2023

**NOTICE**

Sealed Quotations are hereby invited from Bona fide Suppliers/Distributors and Registered Co-Operative Societies for Stationery Articles to be purchased during the financial year 2024-25 for use of Backward Classes Welfare Department. The rate should be quoted item-wise inclusive of all taxes i.e G.S.T as per Annexure-I. The last date of submission of quotation is **16.01.2024** up to **1.00 pm**. The quotation will be opened on **16.01.2024** at **2.00 pm** at the chamber of Deputy Secretary of Establishment Cell of Backward Classes Welfare Department in presence of the "Local Purchase Committee" and the participating bidders.

Backward Classes Welfare Department reserves all rights to cancel the whole Tender Process or part thereof at any time without assigning any reason.

The rates to be quoted against each stationery article of the Annexure-I as per sample and the samples are available with the Registrar, BCW Department for checking and verification at any working day up to 05.01.2024.

The Co-operative concerned whose quotation will be accepted must supply the articles within 7 (seven) days from the date of requisition of the same failing which their offer will be rejected without future notice and they will be blacklisted for any subsequent purchase of articles from this Department.



**Deputy Secretary**  
**to the Government of West Bengal.**

Date: 05.12.2023

Copy forwarded for the information to -

- i) Notice Board, BCW Department.
- ii) Website copy.



**Deputy Secretary**  
**to the Government of West Bengal.**

**Government of West Bengal**  
**Backward Classes Welfare Department**  
**Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091**  
[www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in)

Date: - 5 DEC 2023

**Important Instruction**

1. The Agency / any of its Directors / Partners etc. should not have been blacklisted by any Govt. /Semi Govt. Organizations / Departments or convicted for any offence by any court of law as on date.
2. **Profit & Loss Accounts and Balance Sheet for the last three (3) financial years** are to be submitted.
3. **The Bidding Company must be having at least 10 (Ten) employees** on its Roll and must follow Minimum wages Act.
4. The bidders must have valid **PAN, GST, service Tax**. Documentary evidence of above must be submitted.
5. The bidder must have registered set up at **Kolkata or its suburbs**.
6. The Department reserves the right **to amend or withdraw any of the terms and condition in the notice or to accept or reject any or all the bids without assigning any reason whatsoever and the decision of the department in this regard shall be final and binding on all.**
7. Any evidence of unfair practice, including overcharging, price fixing, etc. as defined in various statutes, will automatically disqualify the parties. Repeated occurrence of such evidence of above bidders may be viewed seriously by the authority and penal measures as deemed fit would be imposed on such bidders.
8. The second party shall not assign this agreement or any part, there of or any benefit three under without the written consent of the first party to another party.
9. In case of **any breach of contract**, Authority may also proceed to get work completed by any other means including through other agencies.
10. **Conditional or incomplete Bid will not be accepted.**
11. The bidders, whose bid will be accepted, will be informed through a **'Letter of Acceptance'**. The successful bidders will then to enter into an agreement with the department. In case of same rates quoted by more than one bidder, the decision of the Tender Inviting Authority would be final and binding.
12. The terms may be extended on mutual agreement between the successful agencies and the Department regarding value and other terms and conditions on the successful performance of the accepted bidder.
13. Cost of all loss (es) and damage (s) caused to the Government's assets and goods due to contractor's negligence shall be recovered from the contractor's bill or the contractor may be asked to replace the damage assets/goods with new once entirely on his own cost.
14. Any act on the part of the bidder to influence any person in the department will be case for rejection.
15. In the event of any question, disputes or difference arising between the parties relating to the interpretation and application these provisions of this agreement such disputes or differences shall be referred to the **Deputy Secretary, Backward Classes Welfare Department.**
16. Bidders have to submit all the rates for the items mentioned in the **BOQ**. The **L1 Bidder** will be selected on the basis of value in respect of item numbers mentioned in the **BOQ**.
17. The decision of the **arbitration to the agreement** in this regard shall be final and binding upon both the parties.
18. The party shall continue to perform their obligations under this **Agreement during the Arbitration Proceedings.**
19. Any dispute arising out of this contract will be settled amicably. All disputes are subject to jurisdiction in the **Court of Calcutta, West Bengal.**