

**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.



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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.**

**Annexure-I**

SI No.	Items	Brand	Agency Name	Rate Quoted (inclusive of G.S.T)
			Quantity	
1	A4 Size Paper 75 GSM (500 pages per Ream)	Bilt Copy Power	1 Ream	
2	Attendance Register (50 sheet)	As per sample	1 Pcs	
3	AAA Battery	Duracell	1 Pcs	
4	Both ways Pen	Link	1 Box	
5	Calculator (12 digit)	Casio	1 Pcs	
6	Candle ( 9" x 1/2")	Agarbatti	1 Box	
7	Case Book (100 sheet)	As per sample	1 Pcs	
8	CD (Blank)	Moserbaer	1 Tray	
9	CD & DVD marker Pen	Camlin	1 Box	
10	Cello Tape 2" (Brown)	As per sample	1 Pcs	
11	Cello Tape 2" (Transparent)	As per sample	1 Pcs	
12	Channel File (For A4 size paper)	As per sample	1 Pcs	
13	Channel File (Legal Size)	As per sample	1 Pcs	
14	Colin 500ml.	As per sample	1 Pcs	
15	Cash Book	As per sample	1 Pcs	
16	Colour Flag (One colour 3"x3")	Post-It	1 Pcs	
17	Correction Pen	Faber-Castell	1 Box	
18	Deptt. Letter Head	As per sample	200 Pcs.	
19	Desk Calender Stand (Good Quality)	As per sample	1 Pcs	
20	Detailed index register (100 sheet)	As per sample	1 Pcs	
21	Duster (Good Quality)	As per sample	1 Pcs	
22	DVD (Blank))	Moserbaer	1 Tray	
23	Envelope (Brown)	As per sample	100 Pcs	
24	Eraser (20 in Pack)	Camlin	1 Box	
25	Fevi Stick 8gm	Fevicol Company	1 Box	
26	File Binding Flap	As per sample	1 Pack	
27	First page Notesheet (Printed)	As per sample	1 Pack	
28	Fevi Gum 200ml	Fevicol Company	1 Bottle	
29	Gum (Small Bottle)	Kores	1 Bottle	
30	Gala (Round Stick)	As per sample	1 Box	
31	Gel Pen	Rorito Fasty Gel	1Pc.	
32	Compatible Toner Cartridge of HP 88 A	Frontech	1 Pcs	
33	Compatible Toner Cartridge of HP 18 A	Frontech	1 Pcs	
34	Compatible Toner Cartridge HP 12 A	Frontech	1 Pcs	
35	Highlight Pen	Faber-Castell	1 Pcs	
36	Inward Register- 100 sheet	As per sample	1 Pcs	
37	James Clip (Plastic Coated)	Bell	1 Box	
38	James Clip Container	Zorex	1 Pcs	

Application/Eligibility Criteria for empanelment of Bidder for Stationery Items.

Sl. No.	Particulars	Bidder Response	Corresponding Page No.
1	Name of the Vendor/Firm		
2	Address Telephone No. Fax No. Email.		
3	Name of the contact person with designation, contact no. and email. ID		
4	EMD deposited (Y/N)		
5	Pan (Y/N) & Last year's IT Return		
6	Sales Tax/GST Registration No. (Y/N)		
7	Professional Tax Registration No. (Y/N)		
8	Trade License No. (Y/N)		
9	Co-Operative Registration No. (If Applicable)		
10	Cottage & small scale industries Registration No. (If applicable). (Y/N)		
11	Sales Turnover for last 3 years	2021-22 2022-23 2023-24 (If audited)	
12	Experience or Past performance		
13	Acceptance of Terms & Conditions attached. Each page of Terms & Conditions to be duly signed as token of acceptance and submitted as part of Tender document.		
14	A letter of authorization to the representative of the bidder, who is authorized to sign the bid document.		

With reference to the Notice Inviting Quotation No. \_\_\_\_\_ dated \_\_\_\_\_ of the Backward Classes Welfare Department, Government of West Bengal for Supply of Stationery items I/We do hereby submit all the necessary documents for evaluation in accordance with the instruction mentioned in the clauses of the Terms & Conditions.

In the event of acceptance of my/our quotation, I/We hereby undertake to abide by and fulfill all the terms and conditions of the contract annexed hereto. If I/We fail to supply items as per terms and conditions as mentioned above, the EMD, held as Security Deposit, shall be forfeited.