



**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, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700 160

Memo no. WBSCTVESD/TED/2022-2023/1125

Dated : 22.03.2023

Re Notice Inviting Quotation (NIQ)

Subject : Invitation of sealed quotation for supply of stationary articles of the Council.

The Competent authority of the Council [WBSCT&VE&SD] invites sealed quotation for supply of stationary article of the Council.

In view of the above, bonafide & reputed bidders are hereby requested to submit Quotation as per the details given as under

SI No.	Name of Work	Earnest Money Deposit	Cost of NIQ Document	Duration of Work	Eligibility of Bidders
1	Supply of the stationary items	NIL	NIL	Within 14 days from the issuance of Work order.	Bonafide & reputed bidders having credentials in similar nature of work.

SPECIAL TERMS OF CONTRACT: -

Schedule :-

SI No.	Activity	Scheduled Date
1	Date of uploading of N.I.Q. Documents in the Council's website	23.03.2023
2	Documents download start date	23.03.2023
3	Date of Prebid Meeting with the intending bidders in the office of the WBSCT&VE&SD	27.03.2023 at 12: 30 PM
4	Bid submission start date	28.03.2023
5	Bid submission closing date	05.04.2023 at 2:30 PM
6	Bid Opening date for Technical proposals and Financial Proposals	05.04.2023 at 4:00 PM

Scope of Work (Nature of Repairing work)

Sl. No.	Name of the Items	Required Quantity
1	Stapler (10.No) Kangaroo	50 Nos.
2	Calculator (Orpat Company 12 Digit)	12 Nos.
3	Writing Pad (9"x6") 25 pages	500 Nos.
4	Buttom File A/4 Size	300 Nos.
5	Buttom File F/S Size	100 Nos.
6	Correction Pen (Chrome)	60 Nos.

7	Keyboard (TVS Gold Company)	10 Nos.
8	Towel (18"x12") White	12 Nos.
9	Towel (66"x30") White/Blue	10 Nos.
10	Mouse (HP)	15 Nos.
11	Gel Pen 4 colour Red, Black, Blue, Green	80 Nos.
12	Dot Pen (Pentonic com) Blue	100 Nos.
13	Pen use & throw 3 colour Blue, Black, Red	150 Nos.
14	Pen (Pilot) Luxor HL, Blue	20 Nos.
15	Lever Arch File F/S size	100 Nos.
16	Hiliter Pen (Faber castel) automatic refill Ink for	60 Nos.
17	Scissors (Stainless Steel for office use AA002)	30 Nos.
18	Handwash (Liquid 200ml) Lifeboy/Dettol	40 Nos.
19	Room Freshener (Premium) Rose & Rajanigandha	10 Nos.
20	Knife (Steel Blade) Office use	40 Nos.
21	Pencil (Pentonic) 5 box	50 Nos.
22	Pendrive 16 GB HP white cover	20 Nos.
23	Attendance Register, 150 pages 75 folio as per sample	20 Nos.
24	Car Log Book (200 pages 100 folio as per sample)	10 Nos.
25	Envelop E 11"x5" Brown colour as per sample with office logo	3000 Nos.
26	Maxell LR 1130 watch Battery	20 Nos.
27	Maxell CR 2030 Computer Mother Board Battery	20 Nos.
28	Wall clock pencil battery (AA)	30 Nos.
29	AC Remote pencil battery (AAA)	30 Nos.
30	Extension Cord (Frontech)	10 Nos.
31	Fevistick (15mm)	50 Nos.
32	Fevicol Tube (22.5 gm)	40 Nos.
33	Basket/Dustbin (Open)	50 Nos.
34	SP super battery (23A 12V) For CP Sir	06 Nos.
35	Rubber ban D (Midium size)	02 KG
36	Dettol (Liquid) 200ML Office use	01 Nos.
37	Bandage	20 Nos.
38	Betadine (Cream 50ML)	01 Nos.
39	Plastic Channel File (A4 size)	200 Nos.
40	Plastic Channel File (FS size)	100 Nos.

Sealed envelopes as mentioned above should be submitted super-scripting " Quotation for Supply of stationary items " in the Tender box located at 4th Floor of WBSCT&VE&SD office. The bid should be addressed to the CAO, WBSCT&VE&SD and to be submitted at above mentioned address on or before 05/04/2023 at 2.30 p.m. Quotation will be opened on the same day at Karigari Bhawan at 4: 00 p.m. Any participating bidder or his/her authorized representative (who is to be authorized in writing) may remain present when such quotation paper will be opened.

Eligibility Criteria :-

- 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) Certificate of authorized service provider of the Company.

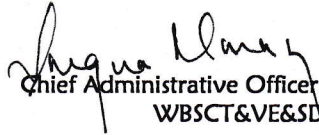
GENERAL TERMS OF CONTRACT: -

- 2) The rate quoted will have to be inclusive of all charges whatsoever.
- 3) The Council reserves the right to cancel any or all the tenders if so required without assigning any reason thereof.
- 4) The execution of the job has to be done immediately after issuance of work order. Failing which the work order will be cancelled and order will be given to next lowest eligible bidder without assigning further reason.
- 5) Payment will be made within 15 days after execution of job.

Termination of Contract: - The contract will be terminated if the selected vendor fails to deliver the services within the stipulated time period.

Penalty:- 10% of the bid value will be imposed as penalty if the vendor fails to serve as per requirement, Company may be backlisted and debarred from participation of tender process of WBSCT&VE&SD.

Settlement of Dispute: - Any dispute arising in this regard will be settled under jurisdiction of Barasat Court, West Bengal.


Chief Administrative Officer,
WBSCT&VE&SD