



**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/2024-2025/2960

Dated : 10.12.2024

**Notice Inviting Quotation (NIQ)
(Through Pre Qualification & submission of Offline Bid)**

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

Sl 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 :-

Sl No.	Activity	Scheduled Date
1	Date of uploading of N.I.Q. Documents in the Council's website	10.12.2024
2	Documents download start date	10.12.2024
3	Date of Prebid Meeting with the intending bidders in the office of the WBSCT&VE&SD	12.12.2023 at 12: 30 PM
4	Bid submission start date	13.12.2024
5	Bid submission closing date	20.12.2024 at 2:30 PM
6	Bid Opening date for Technical proposals and Financial Proposals	20.12.2024 at 4:00 PM

Scope of Work :-

Sl. No.	Name of the item	No. of items required
1	Spice Buster (Forntech) (Power connector)	15 Nos.
2	Lever Arch File F/S Size	150 Nos.
3	Keyboard (TVS Gold XL)	15 Nos.
4	Pencil (Pentonic / Faber Castell)	10 box
5	Eraser (Faber Castell)	4 packet

6	Mouse (H.P.)	15 Pcs.
7	Duster (White Cloth) (2' x 2')	100 Pcs
8	Room Freshener (Premium) (Colour Rose & Rajani Gandha)	20 Pcs.
9	Pencil Battery (AC Remote AAA) (Panasonic)	50 Pcs
10	Pencil Battery for Wall Clock (AA) (Panasonic)	50 Pcs
11	Extension cord (Frontech or Skill)	15 Pcs.
12	Rubber Band (medium size)	2 Kgs
13	Highlighter Pen (Faber Castel) (automatic refill ink)	5 box
14	Gel Pen (Pentonic) (4 colour : Red, Black, Blue & Green)	40 Pcs
15	Dot Pen (OX-Houser) (Colour : Blue & Black)	100 Pcs
16	Dot Pen (OX-Houser) (Colour : Blue & Black) - REFILL	50 Pcs
17	Knife (Steel blade)	20 Pcs
18	HP Pendrive 16 GB White Cover	10 Pcs
19	HP Pendrive 32 GB White Cover	10 Pcs
20	Handwash (Liquid 200 ML bottol) (Dettol / Lifebuoy)	50 bottols
21	Towel small (18" x 12") and (04 colour : White, Blue, Green and Roamje)	16 Pcs
22	Vim Liquid 200 ML	4 bottles
23	Stapler Pin 23/17	4 Box
24	L Folder A4 Size	200 Pcs
25	Button File F.S. Size	200 Pcs
26	Calculator (ORPAT) 12 Digit	10 Pcs
27	Envelope Blank - White (12" x 6")	100 Pcs
28	Envelope Blank - White (10" x 5")	100 Pcs
29	Envelope Esize 11"x6" with printed office logo (brown colour) as per sample	2000 Pcs
30	Mouse Pad (Comfort PAD)	20 Pcs
31	Use & throw Dot Pen (Fort Company) (Colour : Blue, Black & Red)	Blue : 40 Pcs, Black : 40 Pcs and Red : 20 Pcs
32	Glass (Milton)	2 set (12 Pcs)
33	Correction Pen (Chrome)	2 box (24 Pcs)
34	Pentonic Dot Pen (Blue) (for meeting purpose)	100 Pcs
35	Register Book (400 Folio)	10 Pcs
36	Register Book (300 Folio)	10Pcs
37	Binding Clip (Double)	150 Pcs

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 20/12/2024 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