



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

## **RE-TENDER DOCUMENT**

Terms & Conditions for participating in the tender vide memo no ECSC/store/97/2016/21 dated 14-11-19 regarding supply of printing & stationery articles (as per specimen to be provided by Central store, Personnel division.) on an urgent basis to be delivered at WBECSC Ltd. from bonafide Printers/Suppliers/Co-Operative Societies having GST registration as per norms.

### **Stationery & Printing articles & Quantity**

Sl. No.	Printing Articles	Quantity
1.	Letter head pad (big) (as per sample at store)	200 pads
2.	Attendance register (small) (as per sample at store)	30 pcs
3.	Cash book (as per sample at store)	30 pcs
4.	Ledger folio book (as per sample at store)	30 pcs
5.	Small envelop (as per sample at store)	200 pcs

Sl. No.	Stationery Articles	Quantity
1.	Gum bottle (as per sample at store)	50 nos.
2.	Computer paper (15 x 12 x II) (as per sample at store)	20000 sheet
3.	Computer paper (15 x 12 x I) (as per sample at store)	20000 sheet
4.	Rull page (as per sample at store)	60 dista
5.	James clip (as per sample at store)	20 box
6.	Marker pen (as per sample at store)	200 pcs
7.	Post-it-band sticker (sticky notes) (as per sample at store)	200 pkts
8.	Highlighter pen (as per sample at store)	200 nos.
9.	Stapler Pin (Big) (as per sample at store)	200 box
10.	Duster(as per sample at store)	300 pcs


*[Signature]*

*[Signature]*  
AGM (GA):

Terms & Conditions:-

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- 1) **Inspection of sample** : May be inspected at Central Store, Personnel Divn. "B" block, Ground floor on any working day during office hours.
- 2) **Sample** : No rate will be considered which are not followed by sample expect Brand Item/proprietary item with proper identification on the firm
- 3) **Supply Schedule** : It shall strictly be maintained as per order to be issued from this office failing which the supply order will be liable for cancellation.
- 4) **Return of articles** : 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 by the Store In-charge & AGM (GA) 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) **Payment** : It will be made by Account payee cheque against submission of bills in triplicate along with challan copy in original acknowledging receipt by the store-in-charge, Central store of the Corporation of the articles in good condition and also as per size/sample.
- 6) **EMD** : EMD of Rs.20000/- (Rupees twenty thousand only) in form of DD in favour of WBECSC Ltd. from any Nationalized bank payable at Kolkata is to be deposited by the supplier with tender documents.
- 7) **Documents** : Self Attested Xerox copy of Valid Trade License regarding printing & stationery, GST Code Registration Certificate & last month return, Valid Profession Tax Certificate, Income tax Return of Assessment Year 2017-18, 2018-19, 2019-20. and Credentials of Similar Type of work at Govt. & Semi Govt. deptt. with a value above Rs.1,50,000/- in a single order in the A.Y. 2017-18/2018-19/2019-20, PAN, Bank Solvency Certificate, 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 is the supplier is a company are to be annexed with the Tender Form.
- 8) **Submission** : Tender in closed cover/sealed envelope is to be deposited at tender box kept at 1<sup>st</sup> floor, Block-"B" of the complex of the Corporation at 11A, Mirza Ghalib Street, Kolkata-700 087.
- 9) **A. starting date of receiving bids** : 15.11. 2019 from 10 AM  
**B. closing date of submission of bids** : 22.11. 2019 up to 3 PM  
**C. opening of bids** : 22.11. 2019 at 3.30 PM
- 10) The quantities are subject to increase in case of requirement. Rates provided will be valid till 01(one) year.
- 11) If any negligence if noticed by the Corporation related to supply of the items the agency will be blacklisted.


  
 AGM (GA) :



Rate must be quoted per pc. and then in total as per classification given below:

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Sl. No.	Articles	Quantity	Rate per Pc. including GST	Total Amount

The conditions of contract, which will govern any contract made, are in accordance with and subject to:

- West Bengal Financial Rules as amended up to date.
- West Bengal Delegation of Financial Power Rules, 1977 as amended up to date.
- Govt. of West Bengal, Finance Department's Notification No. 10500-F dated 19<sup>th</sup> Nov 2004.
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#### **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:

- The Notice Inviting the Tender.
- The documents as mentioned vide para 7 of terms & conditions & appendix-I.
- Any other relevant document which the firm wishes to submit.

(b) The **Financial bid** should contain the following as mentioned para 12 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.

#### **VALIDITY OF OFFER:**



The offers made by the tenderers shall be valid for acceptance upto 01 (one) year with same specifications. 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.

#### **GENERAL:**

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.

   
AGM (GA) :

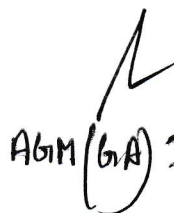
## Appendix-I

## 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
5. Registered in Company's Act  
 (in case of Company) ☐ YES ☐ NO
6. Whether they have registered their design  
 & trade mark or brand if no then, ☐ YES ☐ NO
7. Whether they have applied for the same. ☐ ☐
8. Whether authorization letter duly authorizing the person  
 to attend the Tender / Negotiation enclosed. ☐ ☐
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. ☐ ☐

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.

General Manager (GA)  
 W.B.E.C.S.C. Ltd.

14/4/19