

GOVERNMENT OF WEST BENGAL  
Department of Personnel & Administrative Reforms  
*Establishment Cell*  
*Nabanna, 7<sup>th</sup> Floor*  
325, Sarat Chatterjee Road, Howrah - 711 102  
Email ID : estt.706@gmail.com  
Phone No. (033) 22535327

No. 1186-PAR(Estt)/PUR-03/2023

Dated: 16.10.2023

**NOTICE**

e-Quotations are invited from reputed and bona fide agencies for **supply of office stationery articles required** for the P&AR Department, Government of West Bengal through Government of West Bengal e-Tender portal : <https://wbtenders.gov.in>.

Tender Reference No. : 1157-PAR(Estt)/PUR-03/2023  
Tender I.D : 2023\_PARGD\_591827\_1  
Tender Publishing Date : 12.10.2023  
Bid Submission End Date : 31.10.2023 up to 01:00 p.m.

For details please refer to the website mentioned above.

*Sd/-*  
O.S.D & E.O Special Secretary  
to the Government of West Bengal

No. 1186/1(3)-PAR(Estt)/PUR-03/2023

Dated: 16.10.2023

Copy forwarded for information & necessary action to:

1. The Nodal Officer, P&AR Department, e-Procurement system, Govt. of West Bengal ;
- ✓ 2. The Deputy Secretary, I.T Cell of this Department for uploading the Notice along with the e-N.I.Q in the departmental website (copy enclosed);
3. The Registrar, P&A.R Department  
For displaying in the Department's Notice Board along with the e-N.I.Q (copy enclosed);

*[Signature]*  
O.S.D & E.O Special Secretary  
to the Government of West Bengal



**Government of West Bengal**  
**Department of Personnel & Administrative Reforms**  
7th Floor, Nabanna,  
325, Sarat Chatterjee Road  
Howrah-711 102

No. 1157-PAR(Estt)/PUR-03/2023


Dt. 10.10.2023

**Notice Inviting e-Quotation**

e-Quotations are hereby invited by the Department of Personnel And Administrative Reforms, Government of West Bengal, 7th Floor, Nabanna, Howrah from the reputed and bona fide agencies for supply of office stationery articles required for this Department for the period of 1 (One) Year as per Schedule given below. Prescribed quotation forms along with the detailed terms and conditions for the Quotation can be downloaded from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

Name of the Work	Last date & time of submission of Bid	Earnest Money Deposit	Date & Time of Opening of Bid
Supply of office stationery articles required for P&AR Department.	<b>30th October, 2023</b> <b>up to 12 noon</b>	Rs.5,000/-	<b>01<sup>st</sup> November, 2023</b> <b>at 12 noon</b>

The e-Quotations duly filled in all respect should be submitted online to the website stated above before the prescribed date and time.


  
**O.S.D & E.O Special Secretary**  
**Deptt. of Personnel & Administrative Reforms**

No. 1157/1(3)-PAR(Estt)/PUR-03/2023

Dt. 10.10.2023

Copy forwarded for information and necessary action to:

- i) Nodal Officer, P&AR Department, e-Procurement system, Govt. of W.B.
- ii) The Registrar of this department –  
for displaying in the department's Notice Board.
- ✓ iii) The Deputy Secretary, I.T Cell of this Department for uploading the Notice with Annexure in the departmental website.

  
**O.S.D & E.O Special Secretary**  
**Deptt. of Personnel & Administrative Reforms**



**Government of West Bengal**  
**Department of Personnel & Administrative Reforms**  
**7th Floor, Nabanna,**  
**325, Sarat Chatterjee Road**  
**Howrah-711 102**

**No. 1157-PAR(Estt)/PUR-03/2023**

**Dt. 10.10.2023**

**NOTICE INVITING e-QUOTATION**

1. e-Quotations are invited from reputed and bona fide agencies for supply of office stationery articles for P&AR Department, Government of West Bengal, located at the State secretariat at Nabanna & Upanna, Howrah, Writers' Buildings, Kolkata and at 5, Council House Street, Kolkata and such other places to be informed from time to time.

2. The interested bidders may download the relevant documents from the website

**<https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.**

**3. The Eligibility Criteria:-**

3.1. 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.

\* Affidavit on stamp paper of Rs.100/- purchased in West Bengal must be enclosed.

3.2. **Earnest Money Deposit of Rs5,000/- (Rupees Five Thousand) only** to be deposited **Online** through e-Tender portal only by Net Banking/NEFT/RTGS. Intending Bidder will get the Beneficiary details from e-Tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary name & Account no., Amount, Beneficiary Bank name (ICICI Bank), IFSC Code & e-Proc Ref. No.

Intending Bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the challan generated from e-Procurement site. Bidders are also advised to submit EMD of their Bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.

The Bid shall be rejected if; the EMD is not furnished or is furnished in any other form than that of specified in the e-NIQ, will not be accepted and Bid shall be deemed to be cancelled without valid deposit.

3.3. Co-operative Societies will get exemption from depositing Earnest Money. Small Scale Industrial (SSI) units will get exemption from depositing Earnest Money as well as Security Deposit.

3.4. **Profit & Loss Accounts and Balance Sheet for the last three (3) financial years** are to be uploaded.

3.5. **The Bidding Company must be having at least 10 (Ten) employees on its Roll and must follow Minimum wages Act.**

3.6. The bidders must have valid PAN, GST, Service Tax. Documentary evidence of above must be uploaded.

3.7. **Price quoted in the bid must be inclusive of all taxes and charges. No additional amount shall be paid over and above the price accepted.**

3.8. The bidder must have registered set up at **Kolkata or its suburbs.**



#### **4. General Terms & Conditions:-**

4.1. Bids received would be opened online and the EMD will be opened first during opening of the Bid. Ambiguous offers or if any alterations found in the Bid document shall be summarily rejected.

4.2. The Department reserves the right to amend or withdraw any of the terms and conditions contained 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.

4.3. 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 also be viewed seriously by the authority and penal measures as deemed fit would be imposed on such bidders.

4.4. The second party shall not assign this agreement or any part, there of or any benefit there under without the written consent of the first party to another party.

4.5. **In case of any breach of contract, Authority** may also proceed to get work completed by any other means including through other agencies.

**\*The excess expenditure, if any, due to such a step would be recoverable from the unpaid bills/security deposit of the bidders.** This is without prejudice to any other measure the authority may take, including blacklisting of the contractor and/or forfeiture of earnest money.

4.6. **Conditional or incomplete Bid will not be accepted.**

4.7 **The bidders, whose bid will be accepted, will be informed through a 'Letter of Acceptance'. The successful bidders will then have 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.**

4.8. **The period of contract will initially be for one (1) year.**

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.

**In the event of a bid validity extension for in normal condition, proposal being given by the department, it is up to the bidder to accept the same or not. However, the bidder will have no right to change its price bid if a bid validity extension offer has been accepted by them.**

4.9. **Loss & Damage:** - 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 damaged assets/goods with new ones entirely on his own cost.

4.10. Any act on the part of the bidder to influence any person in the department will be case for rejection.



5. **Security Deposit:-** The successful bidder has to deposit Rs.5,000/- as security deposit only in the form of Bank Guarantee.

\* No interest will be paid on the Security Deposit for the selected bidder.

6. Bids shall remain valid for a period not less than **90 (Ninety) days from the last date of submission of bid**. If the bidder withdraws the bid during the period of bid validity, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

7. Payment Terms:-

(i) The second party will have to submit bill in the name of **First party**.

(ii) Enhancement or decrease in taxes, duties and prices of the articles etc. will not affect the rates during the entire period of contract, no difference shall be paid or claimed as a result of the above.

8. Arbitration: -In **the event of any** question, disputes or differences arising between the parties relating to the interpretation and application these provisions of this agreement such disputes or differences shall be referred to the Additional Chief Secretary/Principal Secretary/Secretary, P&AR Department.

\* The decision of the arbitration to the agreement in this regard shall be final and binding upon both the parties.

\*\*The party shall continue to perform their obligations under this Agreement during the Arbitration Proceedings.

\*\* Any dispute arising out of this contract will be settled amicably. All disputes are subject to jurisdiction in the Courts of Calcutta, West Bengal.

9. **Submission of bid :-**

Bids are to be submitted through online to the website stated above before the prescribed Date & Time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly digitally signed.

\* Bidders have to submit all the rates for the items mentioned in the BOQ. The L1 Bidder will be selected on the basis of [REDACTED] value in respect of item numbers mentioned in the BOQ.

10. **Evaluation of Tender :**

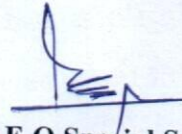
Evaluation of Tender will be done by a committee and selection of successful bidders will be done by the O.S.D & E.O Special Secretary, Personnel & Administrative Reforms Department on the basis of the recommendation of the committee after considering all aspects.

The Bidders' credentials and certificates will be evaluated as per requirements specified in the e-NIQ.



**11. Schedule of Dates :-**

Sl. No.	Particulars	Date & Time
1.	Date of uploading N.I.Q & other documents (online) (Publication date)	12.10.2023
2.	Documents download start Date (online)	12.10.2023 after 6:55 P.M
3.	Bid submission start Date (online)	12.10.2023 after 6:55 P.M
4.	Bid submission closing Date (online)	30.10.2023 upto 12:00 noon
5.	Bid opening date for proposals (online)	01.11.2023 at 12:00 noon



**O.S.D & E.O Special Secretary  
Deptt. of Personnel & Administrative Reforms**



## ANNEXURE

### Application/Eligibility Criteria for empanelment of bidder for stationery items

Sl. No.	Particulars	Bidder Response
1.	Name of vendor/ firm	
2.	Address	
3.	Telephone No Email	
4.	Name of contact person with designation, contact no and email id	
5.	Income Tax PAN (Y/N)	
6.	Sales Tax/ VAT Registration No (Y/N)	
7.	Professional Tax Registration No (Y/N)	
8.	Trade License No	
9.	Co-operative Registration No (if applicable)	
10.	Cottage & SSI Registration No (if applicable)	
11.	Sales turnover for last 3 years	2020-21 2021-22 2022-23
12.	Experience of past performance	

With reference to the Notice Quotation No

....., Dated ..... of Personnel & Administrative Reforms Department, Govt of West Bengal for supply of office stationery articles, I/ we hereby submit all the necessary documents for evaluation in accordance with the instruction mentioned in the clauses of the terms and conditions.

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



## **IMPORTANT INSTRUCTIONS**

Instructions/Guidelines for Bidders for electronic submission of the Tender/Quotation online

### **1. Registration of the Bidder :**

- Any Bidder willing to participate in the process of e-Tendering is required to log on to **<https://wbtenders.gov.in>** with User ID (a valid Email ID with Password) for enrolment and registration. The Bidder is to click on the link on the e-Tendering site as given on the web portal.
- The registration page will appear and the bidder is to fill up the details asked for basic organization information in that page.
- Upon submission of such detail, registration will be done.

### **2. Obtaining Digital Signature Certificate (DSC) :**

- Digital signature is not a digitized from signature rather an Identity proof of the Bidder, tendering electronically online. This may be used in the name of authorized representatives of the organization/firm. It is stored in and given as a USB e-Token.
- Class-II & Class-III Digital Signature Certificate can be procured from the approved certifying Authorities, Govt. of India on payment of requisite amount.
- The Bidder is again required to log on with the User ID & Password to register the Digital Signature Certificate (DSC) without which the Bidder cannot participate in e-Tendering. Once registered this DSC can be used for participating in any e-Tender in future.

### **3. Uploading documents :**

- The Bidder is to log on with the Digital Signature Certificate (DSC). e-Token password to upload scanned copies of various documents, as sought for in the NIT/NIQ. This can be saved, edited and even be deleted if necessary, by the Bidder.

### **4. Downloading Tender documents :**

- By tender search (by value, by location, by classification) or from latest Tender, the bidder may download and view details of NIT/NIQ after clicking on serial number.
- After downloading documents and before submission of Tender/Quotation online, it is to be ensured that the documents have properly been filed and necessary documents have been uploaded, virus scanned and digitally signed.
- The EMD should be deposited **Online** through e-Tender portal only by Net Banking or by generating NEFT/RTGS Challan from the e-Tendering portal and after payment the scanned copy of the same is required to be uploaded in the e-Tendering system as per format of the e-Tender, virus scanned and digitally signed.

5. All the Bids are to be submitted through e-Tendering system, using specified format.

6. It is also very much important that Bidders familiarize themselves with the e-Tendering system well in advance of submission of Tender/Quotation as to avoid any doubts.