



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF CHILD RIGHTS & TRAFFICKING
Shaishali Bhavan, DF Block, Sector – I, Salt Lake City, Kolkata – 700064
Phone no. – (033) 2321 5551, (033) 2321 2270
Email Id – scpswb2013@gmail.com

TENDER NOTICE

No.1738/ CRT

Dated Kolkata, The 5th December, 2018

Sealed Tenders are invited from bona fide and reputed persons/ agencies for quoting prices of stationary & miscellaneous articles (separate list attached Sl. No. 1 to 128) at the office of Child Rights & Trafficking including, SCPS, WB. All details of the NIT no 1738 in the website are available in the website www.banglarmukh.gov.in and www.wbscps.in and www.wbcdwds.gov.in .

The sealed Tenders will be received on & from 06.12.2018 to 21.12.2018 from 10.00 a.m. to 4 p.m. on all working days and the same will be opened on next day i.e. on 24.12.2018 at 2 p.m. in the office chamber of the undersigned in presence of all participating Tenders.

Director
Child Rights & Trafficking
West Bengal



Government of West Bengal
Directorate of Child Rights & Trafficking
Shaishali Complex, 3rd Floor, DF Block,
Salt Lake City, Sector-I, Kolkata – 700 064
Phone & Fax no. – (033) 2321-5551, (033) 2321-2270
Email ID – scpswb2013@gmail.com

NOTICE INVITING TENDER

NIT ID No. 1738/CRT

Dated, Kolkata, the 5th December, 2018

Sealed Tenders are invited from qualified, reputed and bonafide agencies for quoting prices of stationery and miscellaneous articles (separate list attached Sl. No.1 to 128) at the Directorate of Child Rights & Trafficking at the Shaishali Building at Salt Lake City, Kolkata-700 064.

Terms & Conditions of Tender are as follows:

1. The Sealed Tenders are to be addressed to the Director of Child Rights & Trafficking in the prescribed Tender Format. The name and address of the Tenderer are to be written clearly on the outer cover of the envelope. Rates are to be quoted in Indian currency both in figures and in words inclusive of all taxes. In case of discrepancy between the two, the rate quoted in words shall prevail. Interpolation, insertion, inscriptions etc. If any, should be signed by the Tenderers with date. Erasing or overwriting of an entry once made is strictly prohibited. If any mistake detected, it should be corrected by drawing pen through the incorrect entry and inserting the correct one in red ink between the lines with dated initial on each and every such correction. In case of any false or incorrect information the authority may reject the tender and forfeit the Earnest Money.
2. The tender will be of two bids system. The technical and financial bids be kept in two separate envelopes and both envelopes be kept in another bigger envelop duly sealed with super scribing "Tender for stationary & miscellaneous articles". The financial bids of only technically qualified tender will be opened. The financial bids will remain valid upto 12 calendar days only.
3. Last date of submission of tender 21.12.2018 upto 4 p.m. The sealed tenders will be opened in the next day i.e.24.12.2018 at 3 p.m. in presence of the Tenderers.
4. The contract shall remain valid for a period of one year which may be extended if the authority so decides on the basis of satisfactory work by the agency.
5. Earnest Money Deposit (EMD) of ₹1,000/- (Rupees One thousand) only is to be deposited through Bank Draft in favour of Director of Child Rights & Trafficking. Any claim of exemption from depositing Earnest Money shall be and supported by valid appropriate documents. EMD would be refunded to unsuccessful tenderers only after completion of the tender process.
6. Earnest Money of the tenderer will be liable to forfeit upon:
 - a) Failure to enter into written agreement for providing the service at his / her accepted tender rate within the specified time,
 - b) Detection of any false or incorrect information in the tender papers.
7. Authority inviting tender reserves the right to withdraw the Tender at any stage. In such contingency the selection, if already made in favour of any Tenderer shall be treated as cancelled. The authority also reserves the right to reject any Tender or Part thereof at any stage without assigning any reason.

8. Acceptance of the offered rate of Tenderer will be intimate to the Tenderer by the authority. The selected Agency will be required to enter into an agreement with the Director of Child Rights & Trafficking for providing services as required and mentioned in the tender form and thereafter supply order shall be issued in his favour. Supply of substandard quality will be rejected forthwith and the supplies may be liable to blacklisted.
9. Any notice intended to be served to the Tenderer will be deemed to have been duly served if sent by Registered post to the address mentioned in the tender form, and / or displayed in the Notice Board of this office for at least six consecutive working days.
10. In case of any dispute involving the tender or the subsequent services from the successful Tenderer the decision of the Director of Child Rights & Trafficking, West Bengal in the matter shall be final and binding on all.
11. Registered Co-operatives may participants in the Tender with prior permission taken from the competent authority for such job, with proper documentation of registration and may be allowed concessions as per rules.
12. Scope of Work : Supply of stationery articles as per enclosed list Sl. No. 1 to 128.
13. The approved Vendor / Vendors has / have to obtain necessary "Satisfactory work done" certificate from authorized person of the office. No bill will be entertained without production of such certificate for all days of the month. Payment shall be made maintaining Government rules and procedures.
14. The Authority reserves the right to terminate the contract in case of unsatisfactory or faulty service with a notice of one month.
15. The Tenders are to be accompanied with the following papers / documents:-
 - a) Bank Draft of ₹1,000/- (Rupees One thousand) only
 - b) Valid Trade License (attested photocopy)
 - c) PAN card, TAN no., GSTIN no. (photocopy)
 - d) Income Tax & VAT Registration certificate(s) (photocopy)
 - e) Credential : Satisfactory work certificate for at least one year in similar type of work monetary value of at least 60% of quoted rate from at least three Government offices or Undertakings.
 - f) The original documents should be produced within three days of demand for verification. Failure to produce the same may lead for cancellation of the tender offer.
 - g) Professional Tax Registration & valid challan last three years (2017-18).
 - h) Audited Copy of Income & expenditure for the last three years (2015-16, 2016-17 & 2017-18)



Director
Child Rights & Trafficking
West Bengal