



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.wbcdwdsw.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
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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 participate 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

Technical Bid

1. Name of the Agency :-
2. Complete Address with contact Nos. :-
3. Regn. No. Under Shop & Establishment Act :-
4. Copy of valid Trade License No. :-
5. Registration under Contract Labour Act :-
(Attach photocopy of the certificate)
6. Audited copy of Income & Expenditure for :-
the last three years (Attach Income Tax Return as proof)
7. Type of Establishment (Attach proof) :-
8. Details of contract executed of similar
Nature of work:
(For last three years. Please attach relevant photocopies of work order)

| Sl.NO. | Name, Address and Contact No. of Organisation | Period | Contract Value |
|--------|---|--------|----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

9. G.S.T. Registration certificate :-
10. P. Tax Registration & valid challan :-
11. Present Assignment in hand:-
(Please attach relevant photocopies of work order)
12. Earnest Money of ₹1,000/- (One) in favour of the Directorate of Child Rights & Trafficking, payable at Kolkata has been enclosed vide Demand Draft No. _____ dated _____ drawn on _____ Branch _____
13. The financial bid of technically qualified Agencies only will be opened for consideration.

14. Copy of the attested documents in respect of information at Sl.No.3 to 10 above should be attached.
15. All pages of the tender document should be signed by the tenderer.

Declaration:- All terms & conditions as mentioned in the Tender Documents are acceptable to me /
us

Signature of the Tenderer

Name & Address of Tenderer with Seal:

Telephone /Mobile

No. _____

Check list :-

The tender form for technical bid should contain –

- a) Earnest money deposit
- b) Photocopy of work orders, certificate etc. as desired in technical bid duly certified by the tenderer with seal on it.
- c) The specified turn over in the tender notice from each financial year should be from housekeeping services.
- d) Copy of PAN should be attached with the tender.
- e) Copy of Service tax registration Certificate.
- f) Copy of valid Trade License.
- g) Copy of Shops and Establishment Act Registration Certificate
- h) Copy of Registration Certificate under Contract Labour Act.
- i) G.S.T. Registration certificate
- j) P.Tax Registration & valid challan

Last date for receipt of tender 21.12.2018 up to 4:00 p.m.

List of Articles with Specification

| Sl. no. | Name of the article with brand name, if any | Specification | Rate (in ₹) |
|---------|--|---------------------|-------------|
| 1 | Acid Muritic (Local) - Bengal Chemical | 5 Ltr. Pot | |
| 2 | Arch File | Per piece | |
| 3 | Attendance Register (100 pages) as per sample | Per piece | |
| 4 | Anti-virus Quick Heal (3 users / 10 users) | Three / Multi users | |
| 5 | Bill Register (300 pages) as per sample | per piece | |
| 6 | Bill Transit Register (50 pages) as per sample | per piece | |
| 7 | Binding Khata / Register (Ruled) no. 6 | Per piece | |
| 8 | Binding Khata / Register (Ruled) no. 8 | Per piece | |
| 9 | Binding Khata / Register (Ruled) no. 12 | Per piece | |
| 10 | Binding Khata / Register (Ruled) no. 20 | Per piece | |
| 11 | Binding Khata / Register (Ruled) no. 48 | Per piece | |
| 12 | Bucket Plastic (16 Ltr.) | Per piece | |
| 13 | Battery Eveready / Nippo (AAA) | Per piece | |
| 14 | Battery Eveready / Nippo (950) | Per piece | |
| 15 | Brush Latrine | Per piece | |
| 16 | Case Book (100 pages) | Per piece | |
| 17 | Cash Book (300 pages) | Per piece | |
| 18 | Cello Tape ½ inch (9 mtr.) | Per piece | |
| 19 | Cello Tape 1 inch (9 mtr.) | Per piece | |
| 20 | Candle Big | Per piece | |
| 21 | Cartridge HP Made 18 & 19 A | Per piece | |
| 22 | Cartridge HP Made 79 A | Per piece | |

List of Articles with Specification

| Sl. no. | Name of the article with brand name, if any | Specification | Rate (in ₹) |
|---------|--|---------------|-------------|
| 23 | Cartridge HP Made 53 A | Per piece | |
| 24 | Cartridge HP Made 88 A | Per piece | |
| 25 | Cartridge Refilling 88 A | Per piece | |
| 26 | Cartridge Refilling 79 A | Per piece | |
| 27 | Cartridge Refilling 53 A | Per piece | |
| 28 | Cartridge Refilling 18 & 19 A | Per piece | |
| 29 | Calculator (Orpat)-12 Digit | Per piece | |
| 30 | Cup & Dish (6 pcs. Set) White Gold | Per set | |
| 31 | Computer Cover | Per dozen | |
| 32 | Computer Optical Mouse (Frontech / Microsoft) | Per piece | |
| 33 | Calling Bell (Ding Dong) | Per piece | |
| 34 | CaneBasket (Big size) | Per piece | |
| 35 | Dictionary (English to Bengali) | One piece | |
| 36 | DO letter pad (100 pages) | Per piece | |
| 37 | Duster (24" X 24")-Cloth | Per piece | |
| 38 | Duplicating Paper (Copy Power) 21 X 33 cm grade 72/75 (A4) | Per ream | |
| 39 | Duster (22" X 22")-Cloth | Per dozen | |
| 40 | Fast Aid Box | One piece | |
| 41 | Envelop (Standard size Brown) 9" X 4" with printing | 100 pcs. | |
| 42 | Envelop (Standard size White) 10" X 4" with printing | 100 pcs. | |
| 43 | Envelop (Net 16" X 12") | Per piece | |
| 44 | Envelop (Net 14" X 12") | Per piece | |

List of Articles with Specification

| Sl. no. | Name of the article with brand name, if any | Specification | Rate (in ₹) |
|---------|---|---------------|-------------|
| 45 | Engagement Pad | Per piece | |
| 46 | Eraze Pen (Korex / Faver Castle) | Per piece | |
| 47 | File Cover (Good quality) | Per piece | |
| 48 | Fore (Perforetor) | Per piece | |
| 49 | Flask (Eagle 500 ml.) | Per piece | |
| 50 | Glue Stick (15 gms.) | Per piece | |
| 51 | Gum Bottle (Gripex / Fevi glue) - 150 ml. | Per piece | |
| 52 | Gala | Per box | |
| 53 | Hit Spray (200 ml.) - Godrej | Per bottle | |
| 54 | Herpic (700 ml.) | Per bottle | |
| 55 | Highlight Pen (Faber Castle) | Per piece | |
| 56 | Imaging Flim (Fax ribbon) - 500 mtr. | Per box | |
| 57 | Ink Pad (Faver Castle) | Per piece | |
| 58 | Ink Tube for duplicating machine (Corex) | Per box | |
| 59 | Gems Clip (Big size Plastic) | Per box | |
| 60 | Gems Clip (Small size Plastic) | Per box | |
| 61 | Gems Clip (Big size Metal) | Per box | |
| 62 | Jhul Jharu | Per piece | |
| 63 | Knief | Per piece | |
| 64 | Lock (Small) - Palam made | Per piece | |
| 65 | Lock (Godrej 7 lever, 3 key) | Per piece | |
| 66 | Lock (Godrej 7 lever, 2 key) | Per piece | |

List of Articles with Specification

| Sl. no. | Name of the article with brand name, if any | Specification | Rate (in ₹) |
|---------|---|---------------|-------------|
| 67 | Mug (Plastic) - 1.5 Ltr. | Per piece | |
| 68 | Mosquito Coil (Good Knight) | Per pack | |
| 69 | Marker Pen (Luxor) | Per piece | |
| 70 | Marker Pen (for photo attestation Faber Castell) | Per piece | |
| 71 | Mouse | Per piece | |
| 72 | Mouse Pad | Per piece | |
| 73 | Mosquito Destroyer Machine (Good Knight) | Per piece | |
| 74 | Mosquito Destroyer Liquied (Good Knight) - 60 night | Per piece | |
| 75 | Name Plate (Fiber) | Per sq. ft. | |
| 76 | Name Plate (Brass) | Per sq. ft. | |
| 77 | Naptholin (Local) - 100 gms. | Per pack | |
| 78 | Note sheet (Good quality) - 8" X 12" | Per ream | |
| 79 | Odonil (4 in a pcak) | Per pack | |
| 80 | Pen good quality (Renolds) | Per piece | |
| 81 | Pen good quality (Classmate Octane Gel) | Per piece | |
| 82 | Pen use & throw (Linc) | Per piece | |
| 83 | Pen (Linc Ocean Gel) | Per piece | |
| 84 | Phynile (Local) - 5Ltr. Pot - Bengal Chemical | Per pot | |
| 85 | Pin (King company) | Per box | |
| 86 | Peon Book (100 pages) | Per book | |
| 87 | Photocopier Machine (Canon) | Per piece | |
| 88 | Post It (Coloured Flag) - Small size | Per pack | |

List of Articles with Specification

| Sl. no. | Name of the article with brand name, if any | Specification | Rate (in ₹) |
|---------|---|---------------|-------------|
| 89 | Post It (Coloured Flag) - Big size | Per pack | |
| 90 | Pencil HB (Faber Castell) | Per piece | |
| 91 | Paper weight (big size) | Per piece | |
| 92 | Pen Drive (32 GB) - Kingstone / HP | Per piece | |
| 93 | Pen Drive (16 GB) - Kingstone / HP | Per piece | |
| 94 | Plastic Tool (Neel Kamal) | Per piece | |
| 95 | Punch Machine | Per piece | |
| 96 | Printing of Forms for Home Admission | Per 1000 | |
| 97 | Room Freshner - Tea Rose / Premium | Per bottle | |
| 98 | Rubber Band | Per packet | |
| 99 | Rubber Stamp | Per line | |
| 100 | Ruber Stamp (Polymer) | Per line | |
| 101 | Soap (Lifebuoy 50 gms) | Per piece | |
| 102 | Soap Dove liquied 200 ml. / Rexona | Per bottle | |
| 103 | Scissors (Standard size) | Per piece | |
| 104 | Service Book | Per piece | |
| 105 | Stepler (Kangaroo 10 no.) | Per piece | |
| 106 | Stepler (Kangaroo 24 no.) | Per piece | |
| 107 | Stepler Pin (Kangaroo 10 no.) | Per box | |
| 108 | Stepler Pin (Kangaroo 24 no.) | Per box | |
| 109 | Scale (Plastic) Faver Castell | Per piece | |
| 110 | Scale (Metal) | Per piece | |

List of Articles with Specification

| Sl. no. | Name of the article with brand name, if any | Specification | Rate (in ₹) |
|---------|---|---------------|-------------|
| 111 | Self Inking Stamp (Plastic Body) | Per line | |
| 112 | Towel (Local) 30"X 60" | Per piece | |
| 113 | Towel (VIP) 30"X 60" | Per piece | |
| 114 | Towel (Bombay Dying) 30"X 60" | Per piece | |
| 115 | Thread Ball (Good quality) | Per kg. | |
| 116 | Tag (Good quality) | Per bundle | |
| 117 | Table Rofil Desk (Gripex) | Per piece | |
| 118 | UPS (45 minute back up) - APC made 625 VA | Per piece | |
| 119 | Velvet (Sample to be given) | Per meter | |
| 120 | Writing Paper white (Good quality) 8" X 12" | Per dista | |
| 121 | Writing Paper rule (Good quality) 8" X 12" | Per dista | |
| 122 | Water Sponge | Per piece | |
| 123 | Water Glass (Branded) | Per dozen | |
| 124 | Water Bottle (Tupperware) | Per dozen | |
| 125 | Xerox Paper A3 (Copy Power) | Per ream | |
| 126 | Xerox Paper FS (Copy Power) | Per ream | |
| 127 | Xerox Paper A4 (Copy Power) | Per ream | |
| 128 | Xerox Paper A6 (Copy Power) | Per ream | |