



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
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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 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

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	Naphtholin (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 Rifil Desk (Gripex)	Per piece	
118	UPS (45 minute back up) - APC made 625 VA	Per piece	
119	Velvet (Sample to be given)	Per miter	
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 (Tapperware)	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	