

**Society for Training & Research on Panchayats & Rural Development
(STARPARD)**

Department of Panchayats & Rural Development Department, Government of West Bengal:
MRITTIKA Bhaban, 8th Floor, Block:DD, Plot No.:18/9, Sector-I, Salt Lake City, Kolkata-700064
E-mail: starpard.procurement@gmail.com Website: <http://wbprd.gov.in/STARPRD/index.aspx>

NIQ No.05 /STARPARD/2019-2020 Call 2

Dated 07 .01.2021

Bid Document

for

Annual Rate Contract for Supply of Office Stationeries

(Offline)

CALL 2

Society for Training & Research on Panchayats & Rural Development

(STARPARD)

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The Society for Training & Research on Panchayats & Rural Development (STARPARD) under Department of Panchayats & Rural Development, Govt. of West Bengal invites the sealed quotation for Annual Rate Contract for Supply of Office Stationeries from reputed eligible and bonafied bidders.

This invitation for Bids is open to all eligible reputed, experienced and established bidders meeting the eligibility criteria as defined in this notice. The applicant should be a private or, government-owned legal entity. Bidders shall not be under any declaration of ineligibility for corrupt and fraudulent practices by the Govt. of India, the Govt. of West Bengal or, and any public undertaking, autonomous body, authority by whatever name called under the Govt. of India or, the Govt. of West Bengal.

The intending resourceful and bonafied bidder who must have experience carriage related jobs in Central/& State Govt. Offices, Training and Research Institutes, Universities etc. within the last financial year may submit their bid. The Bidder should have experience of successful completion of similar type of supply at least value of Rs.1,00,000/- (Rupees One Lakh) within the last two financial years (2018-19, 2019-20).

Bidder should submit their offer as per specimen of Bill of Quantity (BOQ) of this notice.

Bidder offer shall remain valid till 31.03.2022.

Bidder validity for a shorter period shall be rejected by the STARPARD authority.

The Bidder should furnish the Bid Security an amount of Rs.3,000/- (Rupees Three Thousand only). Earnest money should be in demand draft in favour of "STARPARD A/C PEAIS FUND" from a scheduled commercial bank. Any bid not accompanied by an acceptable earnest money shall be rejected by the STARPARD authority as non-responsive. In case of successful bidder earnest money will be converted to security money & will be released after successful completion of the work and release of final bill. Unsuccessful bidder(s) earnest money will be returned.

Each Eligible Bidder must produce:

(a) Self-attested photocopy of:

- (i) Up-to-date Trade License/ Registration/ Authorization Certificate or, equivalent document authoring to do such business;
- (ii) PAN Card issued by the Income Tax Authorities;
- (iii) Valid 15 digits Goods and Service Tax Identification Number (GSTIN) under GST Act 2017;
- (iv) Up-to-date Professional Tax Clearance Certificate;
- (v) Income Tax Return of the last financial year (2019-20);

Society for Training & Research on Panchayats & Rural Development

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Department of Panchayats & Rural Development Department, Government of West Bengal:
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- (vi) Bidder organisational details, signatories authorisation document, contact details
[As per Annexure-1]]
- (vii) Credential(s), Work Completion certificate(s)
- (b) Earnest Money Deposit

The quoted rate should include all charges (like loading, unloading, delivery charges, other incidental charge etc. etc.) PER UNIT basis.

The schedule may be downloaded from the website of the Department of Panchayats & Rural Development, Govt. of West Bengal <http://wbprd.gov.in/> from 21.01.2021(Thursday) to 02.02.2021(Tuesday) up to 2PM and will be opened on the 02.02.2021(Tuesday) by the authorised official(s) of STARPARD after 3PM.

The quotation should be submitted offline at STARPARD, MRITTIKA Bhaban, 8th Floor, Block: DD, Plot No.: 18/9, Sector I, Salt Lake City, Kolkata.700064.

General Terms and Conditions:

- I. Preconditioned quotation will not be accepted.
- II. In case of any day, meant for this quotation, appears to be an unscheduled holiday, the next working day will be treated as scheduled/ prescribed day for the same purpose.
- III. Escalation claimed by the bidders will not be entertained by the authority.
- IV. No advance payment will be entertained by the STARPARD. Final Payment will be made after successful delivery at delivery site/ point(s).
- V. Bidder should follow the West Bengal Financial Rules
- VI. Bidder Should submit their offer as per specimen of BOQ of this notice.

The Member Secretary, STARPARD, reserves the right to accept/ reject/ cancel of any/ all quotations without assigning any reasons what's ever the case may be.



Member Secretary, STARPARD

&

Special Secretary to the Govt. of West Bengal,
Deptt. of Panchayats & Rural Development

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(STARPARD)

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Annexure -I

Format for Organisational Details

[To be typed and submitted in the Letter Head of the Bidder]

To

The Member Secretary,

STARPARD

Deptt. of Panchayats & Rural Development

Govt. of West Bengal

Subject: Submission of Organisational Details for fulfilment of Bidding Process of STARPARD NIQ No. 05/2019-2020 Call 2 Dated 07.01.2021

Sir,

This is to inform you that, I, Smt./ Kumari/ Shri..... ofworking as
capacity of submit here my organisational details for fulfilment of bidding norms as mentioned in the subject line:

- a) Organisation Name:
- b) Organisation Address for communication [including PINCODE]
- c) E-mail:
- d) Website:
- e) Land No.(STD Code)
- f) Mobile No.:
- g) Fax No. .(STD Code)

Thanking you,

Yours faithfully,

Date:

[Name:]

Place:

[Designation.....]

Office Seal

Schedule of Work(SOQ)

Annual Rate Contract for Supply of Office Stationeries (Offline)

Sl. No.	Name of the Material(s) with Specifications	Make / Brand Name	Unit
1	Paper for Print, Photocopy etc.; Size:A4; GSM: 75	JK/ Similar	One Ream
2	Paper for Print, Photocopy etc.; Size:A3; GSM:75	JK/ Similar	One Ream
3	Paper for Print, Photocopy etc.; Size: Foolscap;GSM:75	JK/ Similar	One Ream
4	Chart Paper; Size:17inch x 27inch	As per specimen	One Ream
5	Paper for Photo Print; Single Side; Size:A4; Support up to high resolution 9600dpi	Desmat /Similar	One Packet
6	Executive Bond Paper; Size:A4 GSM: 100	Ballarpur /Similar	One Packet
7	Folder File with printing	As per specimen	Ten Pieces
8	Plastic-Folder with Printing	As per specimen	Ten Pieces
9	Plastic-Folder without Printing	As per specimen	Ten Pieces
10	Cover File	Ambassador/ Similar	Ten Pieces
11	Arch File	Ambassador / Similar	Ten Pieces
12	Spring File	As per specimen	Ten Pieces
13	Flap	As per specimen	Hundred pieces
14	Tag	Good quality	Hundred pieces
15	Spiral Pad 1/6 with printing	Times / Similar	One piece
16	Spiral Pad 1/8 with printing	Times / Similar	One piece
17	Spiral Pad 50 pages with printing	As per specimen	One piece
18	Brown Envelop with printing; Size:11 inch x 5 inch	As per specimen	Hundred pieces
19	Brown Envelop with printing; Size:10 inch x 5 inch	As per specimen	Hundred pieces
20	Cloth Envelop with printing; Size:A3; with inside cloth lining	As per specimen	Hundred pieces
21	Cloth Envelop with printing; Size:A4; with inside cloth lining	As per specimen	Hundred pieces
22	Cloth Envelop with printing; Size: Foolscap; with inside cloth lining	As per specimen	Hundred pieces
23	Cloth Envelop without printing; Size:A3; With inside cloth lining	As per specimen	Hundred pieces
24	Cloth Envelop without printing; Size: A4; with inside cloth lining	As per specimen	Hundred pieces
25	Cloth Envelop without printing; Size: Foolscap with inside cloth lining	As per specimen	Hundred pieces

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26	White Envelop without printing; Size:11 inch x 5 inch	As per specimen	Hundred pieces
27	Channel A4	As per specification	Fifty Pieces
28	Channel A4 Full Set	As per specification	Fifty Pieces
29	DFC Paper	As per specification	One Ream
30	Mini DV Cassette	Sony / Similar	One piece
31	Pencil Battery AA	Nippo /Similar	One piece
32	Pencil Battery AAA	Nippo /Similar	One piece
33	Battery 9Volt	Duracel /Similar	One piece
34	CD-R without jewel case	Moserbare /Similar	Fifty pieces
35	DVD-R 4.7 GB with jewel case	Moserbare /Similar	Fifty pieces
36	DVD-RW 4.7 GB without jewel case	Moserbare /Similar	Fifty pieces
37	DVD-R 8.5 GB with jewel case	Moserbare /Similar	Fifty pieces
38	Plastic CD/ DVD Cover	Good quality	Ten pieces box
39	Ball Pen	Linc /Similar	Ten Pieces
40	White Board Marker (Colour : Blue, Black, Red & Green)	Artiline /Similar	Ten Pieces
41	Permanent Marker (Colour : Blue, Black, Red & Green)	Reynolds /Similar	Ten Piece
42	Brown Cello tape - 2" (65 Mtr)	As per specification	One Piece
43	White Cello tape - 1"(65 Mtr)	As per specification	One Piece
44	Stapler with the following specifications: top loading, 100 pin capacity; edge stapling	Kangaro /Similar	One Piece
45	Stapler Pin for Sl. No. 44; 1000 staples in each box	Kangaro /Similar	Ten Pieces
46	Stapler with the following specifications: top loading, loading capacity 50/100; stapling capacity 30pin;	Kangaro /Similar	One Piece
47	Stapler Pin for Sl. No. 46, 1000 staples in each box	Kangaro /Similar	Ten Pieces
48	Fine Point Correction Pen (10ml.)	Kores /Similar	Ten Pieces
49	Glue Stick (15g)	Fevicol /Similar	Ten Pieces
50	Eraser	Nataraj /Similar	Twelve Pieces
51	Pencil	Nataraj /Similar	Twelve Pieces
52	Sharpener	Nataraj /Similar	Twelve Pieces
53	Ink Stamp Pad	Faber Castell /Similar	One Piece
54	Highlighter Pen	Faber Castell /Similar	Ten Pieces
55	Page Marker (Multi Colour)	Defmat /Similar	Ten Pieces
56	Page Marker (Single Colour)	Defmat /Similar	Ten Pieces
57	Rulled Register	As per specimen	One Piece
58	Single Punching Machine	Kangaro /Similar	One Piece
59	Double Punching Machine	Kangaro /Similar	One Piece
60	Gems Clip - Plastic	As per specification	One Packet
61	Gems Clip - Metal	As per specification	One Packet

62	CD Writing Pen (Colour : Black)	Faber Castell /Similar	Ten Pieces
63	Alpin	Bell /Similar	One Packet
64	Colour Plastic Scale	As per specification	Ten Pieces
65	Cloth Duster	As per specimen	Ten pieces
66	China Paper clip	As per specimen	Ten pieces
67	Board Pin	As per specimen	One box
68	Scissors	As per specimen	One piece
69	Knife	As per specimen	One piece
70	Waste Paper Basket(Plastic)	Good make	Ten Pieces
71	Jug (Plastic)	As per specimen	One piece
72	Room Freshener(Container 300 ml)	Godrej /Similar	One piece
73	Calculator with the following specifications: Numeric & arithmetic function;12 Digit, 100 steps memory/ check features	Casio/ similar	One piece
74	Fax Roll ; Size:210MM x 30 MT; Thermal Paper	Mitsubishi /Similar	One Piece
75	Fax Carbon Roll for Fax machine (Model No. Panasonic Kx-FP343)	Godrej /Similar	One Piece
76	Stock Register(No.24)	As per specimen	One Piece
77	Stock Register(No.12)	As per specimen	One Piece
78	Peon Book	As per specimen	One Piece
79	Car Log Book	As per specimen	One Piece
80	Dori(Nylon)	As per specimen	Each Bundle/ KG
81	Electric Kettle [Make: Bajaj Co.]	As per specimen	Per Piece

Bidder should quote all the items under Sl. No.1- 81 of the table.

Place of Delivery: STARPARD, Deptt. of Panchayats & Rural Development/ Govt. of West Bengal

a) MRITTIKA Bhaban, Block: DD, Plot No.14/2, Sector -I, Salt Lake City, Kolkata.700064.

b) Joint Administrative Bldg. Block: HC, Plot No.7, Sector -III, Salt Lake City, Kolkata.700106.

c) any other locations in Kolkata.

Bill of Works/ Quantity(BOQ)Annual Rate Contract for Supply of Office Stationeries (Offline)

Sl. No.	Name of the Material(s) with Specifications	Offered Rate/ Unit in Rs. [As mentioned in SOQ of Notice]
1	Paper for Print, Photocopy etc.; Size:A4; GSM: 75	
2	Paper for Print, Photocopy etc.; Size:A3; GSM:75	
3	Paper for Print, Photocopy etc.; Size: Foolscap;GSM:75	
4	Chart Paper; Size:17inch x 27inch	
5	Paper for Photo Print; Single Side; Size:A4; Support up to high resolution 9600dpi	
6	Executive Bond Paper; Size:A4 GSM: 100	
7	Folder File with printing	
8	Plastic-Folder with Printing	
9	Plastic-Folder without Printing	
10	Cover File	
11	Arch File	
12	Spring File	
13	Flap	
14	Tag	
15	Spiral Pad 1/6 with printing	
16	Spiral Pad 1/8 with printing	
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21	Cloth Envelop with printing; Size:A4; with inside cloth lining	
22	Cloth Envelop with printing; Size: Foolscap; with inside cloth lining	
23	Cloth Envelop without printing; Size:A3; With inside cloth lining	
24	Cloth Envelop without printing; Size: A4; with inside cloth lining	

25	Cloth Envelop without printing; Size: Foolscap with inside cloth lining	
26	White Envelop without printing; Size: 11 inch x 5 inch	
27	Channel A4	
28	Channel A4 Full Set	
29	DFC Paper	
30	Mini DV Cassette	
31	Pencil Battery AA	
32	Pencil Battery AAA	
33	Battery 9Volt	
34	CD-R without jewel case	
35	DVD-R 4.7 GB with jewel case	
36	DVD-RW 4.7 GB without jewel case	
37	DVD-R 8.5 GB with jewel case	
38	Plastic CD/ DVD Cover	
39	Ball Pen	
40	White Board Marker (Colour : Blue, Black, Red & Green)	
41	Permanent Marker (Colour : Blue, Black, Red & Green)	
42	Brown Cello tape - 2" (65 Mtr)	
43	White Cello tape - 1"(65 Mtr)	
44	Stapler with the following specifications: top loading, 100 pin capacity; edge stapling	
45	Stapler Pin for Sl. No. 44; 1000 staples in each box	
46	Stapler with the following specifications: top loading, loading capacity 50/100; stapling capacity 30pin;	
47	Stapler Pin for Sl. No. 46, 1000 staples in each box	
48	Fine Point Correction Pen (10ml.)	
49	Glue Stick (15g)	
50	Eraser	
51	Pencil	
52	Sharpener	
53	Ink Stamp Pad	
54	Highlighter Pen	
55	Page Marker (Multi Colour)	
56	Page Marker (Single Colour)	
57	Rulled Register	
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59	Double Punching Machine	
60	Gems Clip - Plastic	
61	Gems Clip - Metal	
62	CD Writing Pen (Colour : Black)	
63	Alpin	
64	Colour Plastic Scale	
65	Cloth Duster	
66	China Paper clip	
67	Board Pin	
68	Scissors	
69	Knife	
70	Waste Paper Basket(Plastic)	
71	Jug (Plastic)	
72	Room Freshener(Container 300 ml)	
73	Calculator with the following specifications: Numeric & arithmetic function;12 Digit, 100 steps memory/ check features	
74	Fax Roll ; Size:210MM x 30 MT; Thermal Paper	
75	Fax Carbon Roll for Fax machine (Model No. Panasonic Kx-FP343)	
76	Stock Register(No.24)	
77	Stock Register(No.12)	
78	Peon Book	
79	Car Log Book	
80	Dori(Nylon)	
81	Electric Kettle [Make: Bajaj Co.]	

Bidder Name:

Date: / /

Bidder Seal & Signature

Signatory Name
&
Designation