

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

Department of Panchayats & Rural Development,
Government of West Bengal

ICMARD Building, 6th Floor,
Block-14/2, CIT Scheme VIII (M),
Bidhan Nagar,
Kolkata, West Bengal.
PIN: 700067

Telefax: (033) 2356-6986
E-mail: starpard.procurement@gmail.com
Website: <https://www.wbprd.gov.in>

Bidding Document
for
Supply of Office Stationeries
2nd CALL

No.1686 /STARPARD/2018

Dated 07.12.2018

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List of Important Dates of Bids for Supply of Office Stationeries 2nd CALL

Name of Work: Supply of Office Stationeries

Date of Issue of Notice Inviting Bid: Date 12 Month 12 Year 2018, (Day Wednesday)

Period of availability of Bidding Documents on website <https://wbtenders.gov.in>.

From Date 12 Month 12 Year 2018, (Day Wednesday) Time from 16:00 Hours

To Date 26 Month 12 Year 2018, (Day Wednesday) Time till 15:00 Hours

Last Date and Time of Receiving Bids online, Including Scanned copy of Demand Draft for Earnest Money deposit from a Scheduled Commercial Bank and scanned copy of Affidavit:

Date 26 Month 12 Year 2018, (Day Wednesday) Time till 15:00 Hours

Last Date and Time of Submission of relevant documents:

Date 26 Month 12 Year 2018, (Day Wednesday) Time till 15:00 Hours

Opening of Bids:

The Bids will be opened online by authorized officer at the appointed time and date.

Date and Time for opening of the Bid:

Date 31 Month 12 Year 2018, (Day Monday) Time 12:30 Hours

Member Secretary,
Society for Training & Research on Panchayats & Rural Development
Department of Panchayats & Rural Development,
Government of West Bengal

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e - Procurement Notice

The Society for Training & Research on Panchayats & Rural Development under Department of Panchayats & Rural Development, Government of West Bengal invites the quotation bids in electronic procurement system for Supply of Office stationeries for this Society under Department of Panchayats & Rural Development, Government of West Bengal from the eligible and registered firms in the web-site of <https://wbtenders.gov.in>.

Availability of Bid Documents and mode of submission:

The bid document is available online in <https://wbtenders.gov.in>. The bidder is required to register online herself /himself at free of cost. For submission of the bid, the bidder must have a valid Digital Signature Certificate (DSC) from any of the authorized Certifying Authorities (CA).

Submission of Original Documents: As specified in ITB.

Last Date/ Time for receipt of bids through e-procurement:

Date 26 Month 12 Year 2018, (Day Wednesday) Time till 15:00 Hours

For further details please log on to <https://wbtenders.gov.in>.

Member Secretary,
Society for Training & Research on Panchayats & Rural Development
Department of Panchayats & Rural Development,
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SECTION - 1
NOTICE INVITING QUOTATION
(NIQ)
2018

The Society for Training & Research on Panchayats & Rural Development (hereafter STARPARD) under Department of Panchayats & Rural Development, Government of West Bengal invites the quotation bids in electronic procurement system for Supply of Office stationeries for this Society from the eligible and registered firms in the website of <https://wbtenders.gov.in>.

Sl. No.	Description of Materials	Required Qty. (in no.)
1.	Office Stationery Articles	As specified in Schedule of Quantities

- (a) Date of release of Invitation for Bids through e-procurement: 12/12/2018 (dd/mm/yyyy) (Wednesday)
- (b) Cost of Bid Form: Rs. 0/- (Rupees Zero).
- (c) Availability of Bid Document and Mode of submission:
The bid document is available online and bid should be submitted online in the website <https://wbtenders.gov.in>. The bidder would be required to register in the website which is free of cost. For submission of bids, the bidder is required to have valid Digital Signature Certificate (DSC) from any of the authorized Certifying Authorities (CA). Aspiring bidders who have not obtained the user ID and password for participating in e-procurement process under STARPARD may obtain the same from the website <https://wbtenders.gov.in>. Digital signature is mandatory to participate in the e-procurement process. Bidders who already possess a valid digital signature issued from any authorized Certifying Authorities (CA) may use the same for participating in this e-procurement procedure.
- (d) Submission of Original Documents: As specified in Instruction to Bidders (ITB)
- (e) Period of availability of Bidding Documents on website <https://wbtenders.gov.in>.
From Date 12 Month 12 Year 2018, (Day Wednesday) Time from 16:00 Hours
To Date 26 Month 12 Year 2018, (Day Wednesday) Time till 15:00 Hours

Last Date and Time of Receiving Bids online, Including Scanned copy of Demand Draft for Earnest Money deposit from a Scheduled Commercial Bank and scanned copy of Affidavit:

Date 26 Month 12 Year 2018, (Day Wednesday) Time till 15:00 Hours

For further details please log on to <https://wbtenders.gov.in>.

- (f) Only online submission of bids is permitted, therefore; bids must be submitted online on website <https://wbtenders.gov.in>.
- (g) The **bids will be opened online** at 12:30 Hours (time) on 31/12/2018 (dd/mm/yyyy) Monday (Day) by the authorized officers. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day at the same time.
- (h) Bidders may bid for supply of materials mentioned in the Table above. The bidder must have experience and resources sufficient to meet the aggregate of the qualifying criteria for the contract.
- (i) Other details can be seen in the bidding documents. The STARPARD Authority shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the STARPARD shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website of <https://www.wbprd.gov.in> /& <https://wbtenders.gov.in> for the latest information related to this e-procurement.
- (j) Delivery period: within twenty one (21) days from the date of issue of work order in each case.
- (k) Payment will be made by the STARPARD, Department of Panchayats & Rural Development, Govt. of West Bengal. ICMARD Building 6th Floor, Block-14/2, CIT Scheme VIII (M), Bidhan Nagar, Kolkata-700067.
- (l) **The specimen of items mentioned in Schedule of Quantity will be displayed at the following address on 18/12/2018(Tuesday) from 11.30-15.30 IST:**
STARPARD,
Department of Panchayats & Rural Development
Govt. of West Bengal
ICMARD Bldg. 6th Floor
Block 14/2,CIT Scheme VIII(M)
Bidhan Nagar
Kolkata. 700067.
- (m) **The undersigned reserves the right to accept/ reject any or, all tenders without assigning any reasons whatsoever thereof.**

Member Secretary,
Society for Training & Research on Panchayats & Rural Development
Department of Panchayats & Rural Development,
Government of West Bengal