

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

Department of Panchayats & Rural Development,  
Government of West Bengal

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**Bidding Document**  
**for**  
**Supply of Office Stationeries 4th CALL (OFFLINE)**

No. 268/STARPARD/2019

Dated 18.02.2019

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

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:  
Registered under the West Bengal Societies Registration Act, 1961, Registration No.S/86755 of 1997-98)  
ICMARD Building (6<sup>th</sup> Floor), Block-14/2, CIT Scheme VIII (M), Bidhan Nagar, Kolkata-700067  
Tele-Fax: (033) 2356-6986/87 // E-mail: [starpard.procurement@gmail.com](mailto:starpard.procurement@gmail.com) // Website: <https://www.wbprd.gov.in>

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No.268/STARPARD/2019

Date: 18.02.2019

### **NOTICE INVITING QUOTATION (NIQ) 4th Call OFFLINE**

1. Sealed quotations are invited for **"Supply of Office Stationeries"** as per attached schedule from reputed ISO Certified(preferable) intending resourceful and bonafied manufacturers/ distributor/ dealer/ supplier for **Supply of Office Stationeries** at Society for Training & Research on Panchayats & Rural Development (hereafter STARPARD) under Department of Panchayats & Rural Development, Govt. of West Bengal.
2. The rate should be item wise. Rate should be quoted for all items otherwise the bid will be treated as non-responsive and cancelled by the STARPARD authority. Validity of the Bid Should be till 31/03/2020 else the bid will be treated non responsive and cancelled by the STARPARD authority.
3. The suppliers who must have experience to supply such materials within the last three (03) financial years which is mentioned in attached schedule may submit their bid.
4. The quoted rate should include all charges, loading and unloading, carriage, delivery and all other incidental charges in this connection applicable towards supply at the site as well as all taxes payable item wise.
5. The Bidder shall furnish as part of the Bid, **Earnest Money Deposit** is, in the amount of **Rs.10,000/- (Rupees Ten Thousand) only**. Cost of Earnest money should be in **demand draft** in favour of **"STARPARD A/C PEAIS FUND"** payable at **Kolkata** from a scheduled commercial bank. Any bid not accompanied by an acceptable Earnest Money shall be rejected by the STARPARD authority as non-responsive.
6. The **bidder should submit the following documents** at the time of rate quotes. In case of non-submission of the following documents the bid may be cancelled without assigning any reasons:
  - (a) Self-attested photocopy of up-to-date Trade License/ Equivalent
  - (b) Self-attested photocopy of PAN CARD
  - (c) Self-attested photocopy of up-to-date Professional Tax Clearance Certificate
  - (d) Self-attested photocopy of valid 15 digit GSTIN under GST Act 2017
  - (e) Self-attested photocopy of Income Tax Clearance Return for last three financial years
  - (f) Self-attested photocopy of payment certificate of the supply work/ Purchase order which the bidder intended to furnish as support of proof of experience (preferable within last three financial years)

(g) ISO Certification of the bidder (Preferable)

7. The schedule may be downloaded from the **website** of the Panchayats & Rural Development Department, Govt. of West Bengal [www.wbprd.gov.in](http://www.wbprd.gov.in) & **displayed at notice board of STARPARD** office from **19.02.2018(Tuesday) to 26.02.2018(Tuesday) up to 2PM** and bid will be **opened on the 26.02.2018(Tuesday) by the undersigned/ authorized person(s) after 3PM**. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time.
8. The specimen of items mentioned in Schedule of Quantity will be displayed at the following address on **21<sup>st</sup>(Thursday) and 22<sup>nd</sup>(Friday) February, 2018 from 11.30am-03.30pm:**  
**STARPARD, Deptt. of Panchayats & Rural Development. Govt. of West Bengal**  
**ICMARD Bldg. 6<sup>th</sup> Floor. 14/2, CIT Scheme VIII(M). Bidhan Nagar. Kolkata. 700067.**
9. The quotation should be submitted offline at work office of STARPARD, ICMARD Bldg. 6<sup>th</sup> Floor, Block-14/2, CIT Scheme VIII (M), Bidhan Nagar, Kolkata-700067 from 19.02.2018(Tuesday) to 26.02.2018(Tuesday) up to 2PM.
10. No preconditioned quotation will be accepted.
11. No advance payment will be entertained by the STARPARD. Final payment will be made after successful supply of stationery materials.
12. The undersigned reserves the right to accept/ reject any or, all tenders without assigning any reasons whatsoever thereof.

(Dibyendu Das)

Member Secretary, STARPARD

**Schedule of Quantity (SOQ)**

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
(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

**Bidding Document for STARPARD**

(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)	Ruled 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

Bidder should quote all the items under Sl. No. 01 - 75 of the table.

Place of Delivery: \_\_STARPARD ,Department of Panchayats & Rural Development. Govt. of West Bengal  
ICMARD Bldg. 6<sup>th</sup> Floor. Block 14/2,CIT Scheme VIII(M). Bidhan Nagar. Kolkata, West Bengal. PIN: 700067

**Bill of Quantity (BOQ)**

Sl. No.	Name of the Material(s) with Specifications	Offered Rate / Unit in Rs. P [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	
17)	Spiral Pad 50 pages with printing	
18)	Brown Envelop with printing;Size:11 inch x 5 inch	
19)	Brown Envelop with printing; Size:10 inch x 5 inch	
20)	Cloth Envelop with printing; Size:A3; with inside cloth lining	
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)	Ruled Register	
58)	Single Punching Machine	
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	

**Bidding Document for STARPARD**

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)	

Bidder Name:

Bidder Address:

P.O.

P.S

Town/ Village:

District:

PIN:

Contact Person:

Designation:

Mobile:

Telephone:

Fax:

Email:

Date: /02/2019

Bidder Seal & Signature

Signatory Name & Designation: