

**NOTICE INVITING TENDER
FOR
ANNUAL RATE CONTRACT
FOR
SUPPLY OF OFFICE STATIONERIES
OF
STARPARD**



Schedule of Notice Inviting Tender

1. NIT No. : 2024/002/STARPARD Date 21 .08.2024
2. **Description:** Notice Inviting Tender for Annual Rate Contract for Supply of Office Stationeries of STARPARD
3. **Opening Date & Time for Submission of NIT:** 27 .08 .2024 (Tuesday) at 16.00Hrs
4. **Closing Date & Time for Submission of NIT:** 10. 09.2024 (Tuesday) at 16.00Hrs
5. **Date & Time of opening of NIT** (a) Technical bid 13.09.2024 (Friday) at 11.00Hrs
(b) Financial bid : After evaluation of Technical Bid
6. **EMD Details:** ₹2,000/-, EMD must be payable in STARPARD A/c PEAIS Fund through <https://wbtenders.gov.in>.
7. **Correspondence Address:** The Member Secretary, STARPARD &
Joint Secretary to the Government of West Bengal
Department of Panchayats & Rural Development
Block: DD, Plot No. 18/9, Sector-I, Bidhannagar, Kolkata.
West Bengal. Pin Code 700064.
8. **Correspondence e-mail ID & Phone No. :** starpard.procurement@gmail.com
[STD Code 033] 2985 0203/ 2359 29030 from
10.30 am to 5 pm [IST] from Monday to Friday
[Except Govt. Holidays]



NOTICE INVITING TENDER
FOR
ANNUAL RATE CONTRACT FOR
SUPPLY OF OFFICE STATIONERIES OF STARPARD

A) BACKGROUND:

The Society for Training & Research on Panchayats & Rural Development [STARPARD] under the Department of Panchayat and Rural Development, Government of West Bengal was set up in 1997-98 with its Registration No. S/86755 of 1997-98, registered under the West Bengal Societies Registration Act, 1961 [Act No. XXVI of 1961] with a set of objectives related to training & research on Panchayats & Rural Development. Presently the registered office of the restructured STARPARD is the Department of Panchayats & Rural Development, Govt. of West Bengal, Joint Administrative Building, HC-7 (6th to 10th Floors), Sector-III, Bidhannagar, Kolkata-700106 and Administrative Office & Work Office of STARPARD is located at Mrittika Bhaban, DD 18/9, Sector-1, Bidhannagar, Kolkata: 700064.

B) INVITATION OF BIDS:

(a) INVITATION OF BIDS:

STARPARD invites item-wise rate from the reputed, bonafide bidder for the Annual Rate Contract for Supply of Office Stationeries of STARPARD.

This selection shall adopt two-stage bidding procedure through <https://wbtenders.gov.in/>. i.e. Technical Bid & Financial Bid contains specification and allied Technical details and the Price Schedule of the various items detailed in.

The 'Technical Bid' will be analysed and the 'Financial Bid' of only those firms who are found eligible in the 'Technical Bid' will be opened in due course and the eligible firms will be intimated thereof accordingly.



(b) SCOPE OF WORK

STARPARD invites item-wise rates from the reputed, experienced bonafide eligible manufacturers /distributors/ authorized bidders for the Annual Rate Contract for Supply of Office Stationeries of STARPARD for a government not-for-profit society like STARPARD as per SOQ of this bid document.

(c) BIDDER PRE-QUALIFICATION CRITERIA:

Sl. No.	Eligibility Criteria	Supporting Proof/ Documents Required
1.	The applicant Bidder should have (a) Income Tax [PAN number] and (b) GST Registration and (c) valid Trade Licensee from Gram Panchayat/ Municipality/ Corporation/ Cantonment Board	Provide all Certificates of Registration. [self-attested]
2.	The applicant Bidder should have credentials of a similar type of job in Central Govt./ State Govt., organization/ Local Bodies/ PSUs/ Universities in the last two (2022-23, 2023-24) financial years. The bidder should have experience of successful completion of a similar type of supply at least value of ₹40,000/- [Rupees Forty Thousand] in the mentioned Financial Years.	Self-attested copy of previous (i) work orders, (ii) work completion certificates, and (iii) payment certificates of the competent authority.
3.	Self-declaration by the willing Bidder (a) Not suspended/ debarred/ blacklisted/ terminated in respect of contract/ recommended for blacklisting by any Government Authority. (b) that it will ensure fair trade practices. (c) that the proprietor/ partners of the agency do not have any relative employed with STARPARD under Panchayats & Rural Development, Government of West Bengal	Declaration by the Head of the office/ authorised official on letterhead with office seal.

Note: All documents must be marked 1 to 3 as above



(d) **Instruction to Bidder**

- (i) **Financial bid must be expressed in INR(₹) in BOQ**
- (ii) **The quoted price for each item(s) should include all charges [like loading, unloading, delivery charges, other incidental charges etc. etc.] per Unit basis [Excluding applicable Taxes]**
- (iii) **Rate of the NIT will be valid till for the next one year from the issue date of the Letter of Award.. During the period of the contract, the rates will not be revised.**
- (iv) **Period of Engagement: The engagement shall initially be for one (01) year from the date of the award which may further be extended for one year at a time, up to a maximum period of three(03) years from the date of award, upon satisfactory performance, at the discretion of the Member Secretary, STARPARD on same terms and conditions.**
- (v) **Earnest Money Deposit [EMD]:**
 - a) **Earnest Money Deposit [EMD] is mandatory.**
 - b) **EMD value is ₹2,000/- [Rupees Two Thousand] only.**
 - c) **EMD must be payable in STARPARD A/c PEAIS Fund through <https://wbtennders.gov.in>.**
 - d) **Bids without EMD will be summarily rejected**
 - e) **The EMD of unsuccessful bidders shall be refunded without any interest.**
 - f) **EMD of the Qualified Bidder of the Financial round may be returned without any interest after the successful completion of the period of the contract**
 - g) **EMD may be forfeited by the Tender Inviting Authority/ STARPARD authority on finding any misleading/ false information.**
 - h) **The selected bidder's EMD was converted to a security deposit, which could be released without incurring interest upon the contract's successful completion.**



(e) General Terms & Conditions

- (1) Conditional Bids will be summarily rejected.
- (2) Bids received after the due date & time shall be summarily rejected.
- (3) Bid Validity 180 days after opening the Financial Bid
- (4) The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the STARPARD.
- (5) The selected Bidder, who declines to supply any item at the contracted price, in the stipulated time, with maintaining the quality of the product(s), will be blacklisted.
- (6) The Tender Inviting Authority/ Member Secretary, STARPARD reserves the right to continue the contract for another year after completion of the Bid validity period. Maximum it will be two consecutive financial years.
- (7) Technical and Financial proposals should accompany supporting documents as per eligibility criteria. The Member Secretary, STARPARD has the right to ask for detailed documents to clarify uploaded scanned copies at any point of time . In case of failure to meet the eligibility criteria further evaluation of the bid shall not be done.
- (8) STARPARD reserves the right to reject any or all the bids or, accept them in part or reject the lowest bid without assigning any reason.
- (9) **Force Majeure.**

For purpose of this clause, 'Force Majeure' means an event beyond the control of the Bidder and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the STARPARD either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.

If a Force Majeure situation arises, the contractor shall promptly notify the STARPARD in writing of such conditions and cause thereof. Unless otherwise directed by the STARPARD in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

- (10) Jurisdiction: Any further dispute arising out of this Agreement/ Contract will be tried in the Courts of Kolkata only.
- (11) The Bid should accompany supporting documents as per eligibility criteria. STARPARD has the right to ask for detail documents to clarify the uploaded scanned copies at any point of time. In case of failure to meet the eligibility criteria further evaluation of the bid shall not be done.



(12) Information related to examination, evaluation, comparison, and recommendation shall not be disclosed to bidders or any other persons not officially concerned with the process, until completion of the whole process.

(13) It may be the case that some of the items mentioned may have a lower requirement while some items may be needed in increased quantities. Thus, the bidder must be prepared to act accordingly, as per direction of the Member Secretary, STARPARD.

(14) Bid shall be remain valid for a period of not less than 180 days from the date of Submission of bid, or any extensions thereof as specified by STARPARD from time to time.

(15) Credentials submitted by bidders will invariably be verified from the competent authority through formal/ informal ways. If faulty credentials are found, appropriate action in terms of blacklisting/ prohibition of proceeding shall be initiated by the bid inviting authority.

(16) Time extension on completion of work will not be given in ordinary circumstances. Only the Member Secretary, STARPARD can determine an extraordinary circumstance which may extend the timeline

(17) During the period of contract, the rates will not be revised.

(18) Payment: Payment of Bill is subject to verification by the Member Secretary, STARPARD

(19) Payment shall be made to bidder only for those items it has carried out as per instructions of the Member Secretary, STARPARD.

(20) **INDEMNIFICATION:** The Bidder shall indemnify the Owner against any action or proceedings brought against the owner by act of commission/ omission or negligence on its part or on the part of its employees/ agents, in the performance of the services under the contract. The Bidder shall be liable for any of its or its employees/ bidder actions that are detrimental to the interest of the Owner and the quantum of damages for the same will be decided by the Owner and will be final and binding on the Bidder. The Bidder shall also indemnify the owner in respect of any third-party claim in respect of any Intellectual Property Rights (IPR) violations alleged or raised on account of the services rendered by the Agency to the STARPARD

(21) The bidders should fill the annexure, enclose necessary documents as mentioned in the bid document, and upload in <https://wbenders.gov.in> within the mentioned time & date. Tender application and relevant document(s) received from any bidder after the due date & time shall not be considered.

(22) **CORRIGENDUM:** At any time prior to the deadline for submission of bids, STARPARD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by corrigendum/amendments.

(23) All such amendments will be notified in the online departmental portal <https://prd.wb.gov.in> and <https://wbenders.gov.in> Such corrigendum issued in the website



and online portal will be binding on the bidder. The bidders are requested to regularly visit the above portal/ website for any amendment/ corrigendum.

(24) All such amendments/ corrigendum shall form part of the bid documents. STARPARD shall bear no responsibility or liability arising out of non-receipt of the above in time by the Bidders.

(25) In order to allow prospective bidders reasonable time in which to take the corrigendum into account in preparing their bids, the Owner, at its discretion, may extend the deadline for the submission and opening of bids.

(26) Any type of server/system-related error(s) of <https://wbtenders.gov.in> neither any employees nor, Authorities of STARPARD will be responsible for that.

(27) In case of any day, meant for this tender, appears to be an unscheduled holiday, the next working day will be treated as a scheduled/ prescribed day for the same purpose.

(28) Bidder should maintain the norms & regulations of WBFR and <https://wbtenders.gov.in>

(29) Notwithstanding anything stated above, the Member Secretary, STARPARD reserves the right to cancel/ withdraw the entire tender process at any stage without assigning any reasons thereof.

(f) CLARIFICATIONS:

A bidder requiring any clarification regarding this bid may seek clarifications on queries in writing / electronically from O/o the STARPARD within three days of publication of this invitation.

Contact details:

e-mail id: starpard.procurement@gmail.com Bid no. and title to be mentioned in the subject of the email.

Phone No.: [STD Code 033] 2985 0203/ 2359 29030 from 10.30 am to 5 pm [IST] from Monday to Friday [except Govt. Holidays]

L. 21.8.24

Member Secretary, STARPARD &
Joint Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department
smg

**Member Secretary, STARPARD
&
Joint Secretary
Panchayats & Rural Development Department
Government of West Bengal**

STARPARD,
Dept. of Panchayats & Rural Development
Govt. of West Bengal

Bid Document



No. 616 /1(5) /PRD-45024/65/2022-STARPARD SEC(PRD)-Dept. of PRD

Dated. 21.08.2024

Copy forwarded for information and necessary action to:

1. The Joint Secretary (IT Cell), P& RD Deptt., He is requested to arrange for uploading a soft copy of this notice on the departmental website.

2-3. Notice Board of STARPARD at Mrityika Bhaban/ Joint Administrative Bldg.

4. Smt./ Shri

5. The Guard File

21.8.24

Member Secretary, STARPARD &
Joint Secretary to the Govt. of West Bengal
Department of Panchayats & Rural Development

Member Secretary, STARPARD
&
Joint Secretary
Panchayats & Rural Development Department
Government of West Bengal