

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

Department of Panchayats & Rural Development, Government of West Bengal

Mrittika Bhaban, 8th Floor, DD 18/9, Sector-I, Bidhan Nagar, Kolkata – 700 064

Telephone:(033)-2985-0203/2359-2930 // E-mail: itservice.starpard@gmail.com // Website: <http://wbprd.gov.in/>

No. 1168 /STARPARD/2022

Dated. 25/08/2022

NIQ No.1059/STARPARD/2022 2nd CALL Dated 25.08.2022

**NOTICE INVITING QUOTATION (NIQ) 2nd CALL for
Annual Rate Contract for Supply of Office Stationeries (Offline)**

a. The Society for Training & Research on Panchayats & Rural Development (STARPARD) under the Department of Panchayats & Rural Development, Govt. of West Bengal invites the sealed quotation for **Annual Rate Contract for Supply of Office Stationeries (Offline) 2nd CALL** from reputed eligible and bonafide bidders.

b. 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, and any public undertaking, autonomous body, authority by whatever name is called under the Govt. of India or, the Govt. of West Bengal.

The intending resourceful and bonafide bidder must have experience supply office stationeries related jobs in **Central /& State Govt. Offices, Training and Research Institutes, Universities, etc. within the last two financial years may submit their bid. The Bidder should have experience of successful completion of a similar type of supply at least value of ₹1,00,000/- (Rupees One Lakh) within the last two financial years (2020-21, 2021-2022).**

Bidder should submit their offer as per specimen of Bill of Quantity (BOQ) of this notice.
Bidder offer shall remain valid till 31.03.2024
Bidder validity for a shorter period shall be rejected by the STARPARD authority.

The Bidder should furnish the **Bid Security** an amount of **₹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 acceptable earnest money shall be rejected by the STARPARD authority as non-responsive. **In case of a successful bidder, the earnest money will be converted to security money & will be released after successful completion of the work and release of the final bill.** Unsuccessful bidder(s) earnest money will be returned. It may be clarified that no interest payable on the deposit to the bidders.

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 (2021-22) including Balance Sheet;
- (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 charges, etc., etc.) **PER UNIT basis [Excluding Taxes]**.


The schedule may be downloaded from the website of the Department of Panchayats & Rural Development, Govt. of West Bengal <http://wbprd.gov.in/> and <https://prd.wb.gov.in> from 30/08/2022 (Tuesday) to 12/09/2022 (Monday) up to 2 PM and will be opened on the 12/09/2022 (Monday) by the authorised official(s) of STARPARD after 3 PM.

The quotation should be super scribed by **"Annual Rate Contract for Supply of Office Stationeries 2nd CALL"** 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 a 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 the delivery site/ point(s).
- V. Bidder should follow the West Bengal Financial Rules (WBFR)
- VI. Bidder Should submit their offer as per specimen of SOQ & BOQ of this notice.

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



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

No. 1168/1(11)/STARPARD/2022

Dated: 25.08.2022

Copy forwarded for information and necessary action to:

- 1-2. The District Magistrate, North 24 Parganas/ South 24 Parganas with a request to display this notice on your office notice board
3. The Municipal Commissioner, Bidhannagar Municipal Corporation, Bidhan Nagar, North 24 Parganas with a request to display this notice on your office notice board.
4. The Joint Secretary, (Information Technology) Deptt. of Panchayats & Rural Development, Govt. of West Bengal. He is requested to arrange for uploading a soft copy of this notice on the departmental websites.
5. The Sub Divisional Officer, Bidhannagar, North 24 Parganas with a request to display this notice on your office notice board.
6. The Deputy Secretary, Deptt. of Panchayats & Rural Development, Govt. of West Bengal & Administrative Officer, STARPARD
7. The Section Officer, STARPARD, Deptt. of Panchayats & Rural Development, Govt. of West Bengal
- 8-9. The Notice Board of STARPARD office at Mittika Bhaban/ Joint Administrative Bldg.
10. Smt./ Shri.....
11. The Guard File


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

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 the fulfillment of Bidding Process of STARPARD NIQ No.1059 /STARPARD/
2022 Dated 25/08/2022 2nd CALL - Annual Rate Contract for Supply of Office Stationeries (Offline)

Madam,

This is to inform you that, I, Smt./ Kumari/ Shri..... of working at(Organisation).as the capacity
of(Designation) submitting here my organisational details for the 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)
- h) Bank Details:
 - Bank Name:
 - Bank Branch:
 - Account Type:
 - Account No.
 - IFSC:

Thanking you,

Yours faithfully,
Date: [Name:]
Place: [Designation]
Office Seal

Schedule of Works/ Quantity (SOQ)**Annual Rate Contract for Supply of Office Stationeries (Offline) 2ND CALL**

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

Sl. No.	Name of the Material(s) with Specifications	Make / Brand Name	Unit
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	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

Sl. No.	Name of the Material(s) with Specifications	Make / Brand Name	Unit
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
82	L Folder	As per specimen	Per Piece
83	Paper weight	As per specimen	Per Piece

Bidder should quote all the items under Sl. No.1 - 83 of the table.

Place of Delivery:

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

a. MRITTIKA Bhaban, 8th Floor, Block: DD, Plot No.18/9, Sector -I, Salt Lake City, Kolkata.700064.

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

Bill of Works/ Quantity (BOQ)

Annual Rate Contract for Supply of Office Stationeries (Offline) 2nd CALL

Sl. No.	Name of the Material(s) with Specifications	Offered Rate/ Unit in ₹ [As mentioned in SOQ of Notice] The quoted rate should include all charges (like loading, unloading, delivery charges, other incidental charges, etc., etc.) PER UNIT basis. [Excluding Taxes]	
1	Paper for Print, Photocopy etc.; Size:A4; GSM: 75	In Figure In Words	
2	Paper for Print, Photocopy etc.; Size:A3; GSM:75	In Figure In Words	
3	Paper for Print, Photocopy etc.; Size: Folioscap;GSM:75	In Figure In Words	
4	Chart Paper; Size:17inch x 27inch	In Figure In Words	
5	Paper for Photo Print; Single Side; Size:A4; Support up to high resolution 9600dpi	In Figure In Words	
6	Executive Bond Paper; Size:A4 GSM: 100	In Figure In Words	
7	Folder File with printing	In Figure In Words	
8	Plastic-Folder with Printing	In Figure In Words	
9	Plastic-Folder without Printing	In Figure In Words	
10	Cover File	In Figure In Words	
11	Arch File	In Figure In Words	
12	Spring File	In Figure In Words	
13	Flap	In Figure In Words	
14	Tag	In Figure In Words	
15	Spiral Pad 1/6 with printing	In Figure In Words	
16	Spiral Pad 1/8 with printing	In Figure In Words	

Sl. No.	Name of the Material(s) with Specifications	Offered Rate/ Unit in ₹ [As mentioned in SOQ of Notice] The quoted rate should include all charges (like loading, unloading, delivery charges, other incidental charges, etc., etc.) PER UNIT basis. [Excluding Taxes]	
17	Spiral Pad 50 pages with printing	In Figure	
18	Brown Envelop with printing; Size: 11 inch x 5 inch	In Words	
19	Brown Envelop with printing; Size: 10 inch x 5 inch	In Figure	
20	Cloth Envelop with printing; Size: A3; with inside cloth lining	In Words	
21	Cloth Envelop with printing; Size: A4; with inside cloth lining	In Figure	
22	Cloth Envelop with printing; Size: Foolscap; with inside cloth lining	In Words	
23	Cloth Envelop without printing; Size: A3; With inside cloth lining	In Figure	
24	Cloth Envelop without printing; Size: A4; with inside cloth lining	In Words	
25	Cloth Envelop without printing; Size: Foolscap with inside cloth lining	In Figure	
26	White Envelop without printing; Size: 11 inch x 5 inch	In Words	
27	Channel A4	In Figure	
28	Channel A4 Full Set	In Words	
29	DFC Paper	In Figure	
30	Mini DV Cassette	In Words	
31	Pencil Battery AA	In Figure	
32	Pencil Battery AAA	In Words	
33	Battery 9Volt	In Figure	
		In Words	

Sl. No.	Name of the Material(s) with Specifications	Offered Rate/ Unit in ₹ [As mentioned in SOQ of Notice] The quoted rate should include all charges (like loading, unloading, delivery charges, other incidental charges, etc., etc.) PER UNIT basis. [Excluding Taxes]
34	CD-R without jewel case	In Figure In Words
35	DVD-R 4.7 GB with jewel case	In Figure In Words
36	DVD-RW 4.7 GB without jewel case	In Figure In Words
37	DVD-R 8.5 GB with jewel case	In Figure In Words
38	Plastic CD/ DVD Cover	In Figure In Words
39	Ball Pen	In Figure In Words
40	White Board Marker (Colour : Blue, Black, Red & Green)	In Figure In Words
41	Permanent Marker (Colour : Blue, Black, Red & Green)	In Figure In Words
42	Brown Cello tape - 2" (65 Mtr)	In Figure In Words
43	White Cello tape - 1"(65 Mtr)	In Figure In Words
44	Stapler with the following specifications: top loading, 100 pin capacity; edge stapling	In Figure In Words
45	Stapler Pin for Sl. No. 44; 1000 staples in each box	In Figure In Words
46	Stapler with the following specifications: top loading, loading capacity 50/100; stapling capacity 30pin;	In Figure In Words
47	Stapler Pin for Sl. No. 46, 1000 staples in each box	In Figure In Words
48	Fine Point Correction Pen (10ml.)	In Figure In Words

Sl. No.	Name of the Material(s) with Specifications	Offered Rate/ Unit in ₹ [As mentioned in SOQ of Notice] The quoted rate should include all charges (like loading, unloading, delivery charges, other incidental charges, etc., etc.) PER UNIT basis. [Excluding Taxes]
49	Glue Stick (15g)	In Figure In Words
50	Eraser	In Figure In Words
51	Pencil	In Figure In Words
52	Sharpener	In Figure In Words
53	Ink Stamp Pad	In Figure In Words
54	Highlighter Pen	In Figure In Words
55	Page Marker (Multi Colour)	In Figure In Words
56	Page Marker (Single Colour)	In Figure In Words
57	Ruled Register	In Figure In Words
58	Single Punching Machine	In Figure In Words
59	Double Punching Machine	In Figure In Words
60	Gems Clip - Plastic	In Figure In Words
61	Gems Clip - Metal	In Figure In Words
62	CD Writing Pen (Colour : Black)	In Figure In Words
63	Alpin	In Figure In Words
64	Colour Plastic Scale	In Figure In Words
65	Cloth Duster	In Figure In Words

Sl. No.	Name of the Material(s) with Specifications	Offered Rate/ Unit in ₹ [As mentioned in SOQ of Notice] The quoted rate should include all charges (like loading, unloading, delivery charges, other incidental charges, etc., etc.) PER UNIT basis. [Excluding Taxes]
66	China Paper clip	In Figure In Words
67	Board Pin	In Figure In Words
68	Scissors	In Figure In Words
69	Knife	In Figure In Words
70	Waste Paper Basket(Plastic)	In Figure In Words
71	Jug (Plastic)	In Figure In Words
72	Room Freshener(Container 300 ml)	In Figure In Words
73	Calculator with the following specifications: Numeric & arithmetic function;12 Digit, 100 steps memory/ check features	In Figure In Words
74	Fax Roll ; Size:210MM x 30 MT; Thermal Paper	In Figure In Words
75	Fax Carbon Roll for Fax machine (Model No. Panasonic Kx-FP343)	In Figure In Words
76	Stock Register(No.24)	In Figure In Words
77	Stock Register(No.12)	In Figure In Words
78	Peon Book	In Figure In Words
79	Car Log Book	In Figure In Words
80	Dori(Nylon)	In Figure In Words
81	Electric Kettle [Make: Bajaj Co.]	In Figure In Words

Sl. No.	Name of the Material(s) with Specifications	Offered Rate/ Unit in ₹ [As mentioned in SOQ of Notice] The quoted rate should include all charges (like loading, unloading, delivery charges, other incidental charges, etc., etc.) PER UNIT basis. [Excluding Taxes]
82	L Folder	In Figure In Words
83	Paper Weight	In Figure In Words

Date:

Bidder Seal & Signature

Bidder Name: Bidder Address:

P.O.

P.S.

Town/ Village

District

Pin:

Signatory Name & Designation: