

TENDER FOR STATIONERY ARTICLES



September 2016

West Bengal Central School Service Commission
ACHARYA SADAN: EE-11&11/1, SALT LAKE: SECTOR – II,
KOLKATA – 700091



The West Bengal Central School Service Commission
ACHARYA SADAN
11 & 11/1, Block-EE, Salt Lake; Kolkata-700091

Memo No.892/1466-B/CSSC/ESTT/2016

Date.28.09.2016

SECTION A : NOTICE INVITING BID

1. The West Bengal Central School Service Commission (WBCSSC) invites Sealed bids from bonafide, resourceful and Experienced suppliers of Barcode Stickers in the authenticated bidding sheet in Section –C of the document for supply of stationery articles for one year from the date of finalization of the tender. The stationery article is to be supplied in the office of the West Bengal Central School Service Commission, ACHARYA SADAN, 11 & 11/1, EE-Block, Sector-II, Salt Lake, Kolkata-700 091.
2. The intending tenderers should have office and service support within a radius of 20kms from the office of the West Bengal Central School Service Commission, ACHARYA SADAN, 11 & 11/1, EE-Block, Sector-II, Salt Lake, Kolkata-700 091 preferably within Bidhannagar Municipality and Kolkata Municipal Corporation. The intending tenderers shall quote the rate inclusive of all taxes and shall show the tax component separately in bidding sheet.
3. The bidding documents have been posted in the website of the Commission. The intending tenderers are permitted to make use of the documents downloaded from the website. The bidders should pay the price of the documents of Rs.500/- (Rupees Five Hundred) by demand draft in the name "The West Bengal Central School Service Commission" along with the bid. The website of the Commission can be visited under www.westbengalssc.com.
4. The intending tenderers should have office and service support arrangements preferably within a radius of 20 Kms. from the Office of the West Bengal Central School Service Commission. The

intending tenderers shall quote the rates inclusive of all taxes in the bidding sheet, to the Secretary, West Bengal Central School Service Commission. The credentials, E-Certificates of STDS, I.T. and VAT Clearance Certificates shall have to be enclosed with the sealed tender. Earnest money of Rs.05,000/- (Rupees Five thousand) only shall have to be deposited in the form of D.D. drawn in favour of "The West Bengal Central School Service Commission".

5. (a) Last date and time of application : Upto 02 PM on 20.10.2016
(b) Date and time of opening of bids : After 02 PM on 20.10.2016
6. In the event of the office happens to be closed on the date of receipt of the bids as specified at Clause 5(d) above, the bids will be received and opened on the next immediate working day at the same time and venue.
7. The West Bengal Central School Services Commission reserves the right without assigning any reason thereof. to reject any or all applications seeking Bidding Documents and / or, any or all bids.

Other details can be seen in the Bidding Document.

Sd/-
Secretary
The West Bengal Central School Service Commission

SECTION B: GENERAL TERMS AND CONDITIONS

B1. Introduction

The West Bengal Central School Service Commission is located at EE- 11 & 11/1, Sector – II, Bidhannagar, Kolkata – 700091 and it has been set up under the West Bengal School Service Commission Act 1997 (West Bengal Act IV of 1997), hereinafter referred to as the “Commission”.

B2. Objective

The West Bengal Central School Service Commission intends to select a Vendor for supplying Barcode Sticker. The resourceful tenderers having the best solutions in day-to-day Office management with user friendly and having adequate experience in implementation of such type of work may participate in this tender.

B3. Instruction for Preparation of Proposals

1. The Notice Inviting Tender, the terms and conditions, the specifications etc. constitute the tender document set.
2. Proposals shall be completed in all respect and be submitted with requisite information and annexure. It shall be free from any ambiguity or overwriting.
3. An authorized representative of the tenderer or himself or his authorized representative shall initial all pages of the proposal. The authorized signatory shall have to produce proper authority from the tenderer.
4. For preparation of proposals, tenderers are expected to examine the tender documents in detail and to provide all information requested for.
5. The Tenderer should mention in detail his address, e-mail address, and contact no. (both Office & Residence) and Fax No. in Kolkata, Salt Lake including the Mobile Phone No. of the contact person in this regard and also to mention modalities by which quick response in emergency situation will be ensured. Tenderers must have their office and service support centre either within the jurisdiction of Bidhannagar Municipality / Kolkata and also within the radius of 20 KMs from the designated point of delivery or the relaxation as stated below. The post implementation response time should be as per provisions of the contract agreement to be executed after acceptance of the Tender, till the last date of execution of contract agreement the terms and conditions hereby referred to shall be the binding contract between the successful Tenderer and WBCSSC.

B4. Credentials and pre-qualifications of the Tenderer

The Tenderer shall furnish the documentary evidence that he has adequate financial and supply capacity for performing the tendered work. The primary bidder shall have to fulfill the

qualification criteria and may have other partners for which all relevant documents have to be submitted.

1. Qualification Criteria

SL. NO.	CRITERIA	SPECIFICATION DETAILS
1	Years of Service	The Tenderer shall be an Indian registered company/ firm/ State- Central Wholesale Consumer Cooperative Society Ltd. and must have conducted business in the similar nature of field in Kolkata/ Howrah / Bidhannagar for more than 3 years.
2	Financial Condition	Turnover of more than Rs. 5.0 (Five) lakh per annum for the last three Financial years in Stationery / consumable/computer peripherals / electrical/ electronics goods related works (Audited Annual Report for the last three years to be submitted. Amount of Annual turn over should be mentioned categorically as and where applicable).
3	Experience Statement	Tenderer should have executed such office supply in office of Government/ Semi-Government/ Local Bodies/ Corporation/ ISO Certified private company in Kolkata/ in last three Financial Years.
4	Office infrastructure	Tenderer shall have office in his own name/ in the name of the firm in the city of Kolkata/ Bidhannagar.

2. Pre-Qualification Checklist

An indicative pre-qualification checklist has been provided for convenience of Tenderers. The Tenderers submit the necessary documents in support of their statement showing that they fulfill the criteria mentioned in the 'Pre-requisite qualification check list' in the order as below:

SL. NO.	CRITERIA	WHETHER SUBMITTED
1	Earnest Money Deposit	
2	Income Tax Clearance Certificate (preceding year).	
3	Sales Tax/ Vat Clearance Certificate/Service Tax Regd. No. Certificate & other tax related certificate if required	
4	Trade License.	
5	Attested copy of the Registration Certificate of Company/ Firm. Attested of the partnership deed in case of partnership firm and power of attorney to the representative of the firm who operates the tender.	
SL. NO.	CRITERIA	WHETHER SUBMITTED
6	Tender documents properly signed and accompanied by the letter of authorization the Head of Organization, as per law.	
7	Two client references with name of the designated person, Postal address, Telephone no., e-mail address if any	
8	Name of the contract person (s) of the firm with postal address, Telephone No. (both land line and Cell phone) and e-mail address.	

B5. Submission of proposals

The proposals in the form of hard copy as well as soft copy (in CD media) shall be submitted and be deposited to the **SECRETARY, WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION**, Kolkata on any day up to the deadline specified in Section A along with Earnest Money, as mentioned in Section A.

Any tender, received after the specified date & time of receipt of bids, will not be considered. In case of sudden closure of Office due to reasons beyond control and understanding, the last date as indicated in the tender document may be extended up to the next working day (upto 12 noon) without further separate notice.

1. **The Tender documents should be properly bound and separators should be used to mark each section of the Tender. Any loose sheet enclosed with the Tender will be treated as not a part of the Tender.**
2. Each proposal should be marked '**original**' or '**copy**' whichever is appropriate. If there are discrepancies in the '**original**' and the '**copy**', the original shall prevail.

B6. Propriety information/ Public Disclosure

1. Materials submitted in response to this NIT shall become the property of the WBCSSC.
2. All proposals received shall remain confidential until the contract agreement is signed and the proposals shall be deemed to be public records thereafter.

B7. Validity of Offer

The proposals shall remain valid for a period of one year from the date of finalization of the Tender.

All prices quoted shall not be affected by in prices of labour or materials, equipment, etc. during the price validity period whatsoever. However, direct duties, levies, or taxes in respect of finished products will be at the rate prevalent at the time of supply.

B8. Taxes and duties

Any "**FORM**" for availing of concession rate of VAT will be issued by WBCSSC, if applicable. The prices shall be inclusive of all taxes & duties leviable including Service Tax, and indicated separately in the price schedule both in total amount of tax/duty and in percentage rate for each tax/duty. WBCSSC shall be authorized to deduct any Income Tax, as applicable, from the successful tenderer.

B9. Income Tax and Sales Tax Certificates

Attested copies of the following documents must be submitted along with the Tenderer:

- Latest Income Tax Clearance Certificate (the original of which may have to be produced by the successful Tenderer before the issue of the work order)
- Valid VAT Registration Certificate and Clearance Certificate.
- Trade License Certificate.

B10. Earnest Money Deposit (EMD)

1. Earnest Money in the form and manner specified in Section A is to be deposited at the time of submission of the Tender.

2. Tender NOT accompanied without prescribed Earnest Money Deposit will be rejected.
3. The EMD of the unsuccessful Tenderer shall be refunded after finalization of the Tender and also within reasonable time not exceeding six months from the date of final acceptance of the Tender. The EMD will carry no interest.
4. In the case of the successful Tenderer, the EMD will be converted into security deposit at the time of execution of agreement. The security deposit will be refunded to the party immediately after payment of final bill.

B11. Tender Opening Date and Venue

Tenders will be opened at the appointed date & time and at the venue mentioned in Section A of this Tender Document in presence of the Tenderers or their authorized representatives, if they are willing to remain present at the time of opening. The Commission will scrutinize the tender documents on the same day in presence of all the Tenderers. The scrutiny will mandatory compliance criteria only as mentioned in the Tender document. The Tenders, which are found complete and conforming to the mandatory compliance criteria only as mentioned in the Tender document, shall be declared valid Tenders.

B12. Discrepancies in Tender

In case of discrepancies in Tender, the following measures will be adopted to correct the arithmetical errors for the purpose of evaluation.

- In case of discrepancy between the original and copies of tender, the original tender will be considered correct.
- In case of discrepancy between figures and words, the words will be considered correct.
- Arithmetic error may be corrected keeping intact the unit price and the quantity.

B13. Tender Acceptance & Rejection

- Tenderers must provide response to all sections and requirements of this document so as to be considered complete. Failure of the tenderer to comply with any part of this document may result in that his proposal being disqualified for non-responsive to the request of the WBCSSC.
- WBCSSC reserves the right to reject any tender or the entire Tender proposed without assigning any reason whatsoever.

B14. Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed may be taken or executed by the officials authorized for the purpose.

B15. Tender Evaluation Process

A single step tendering procedure will be used for the evaluation. Under this process, the Commission shall examine the Tenders and make shortlist of Tenderers taking into consideration the completeness of the Tender following the quality of quoted items.

WBCSSC will determine whether the proposals are complete, i.e. whether the tender has included all components as per the tender document. All price proposals shall include all taxes, etc. and also Tax component shall be shown separately.

B16. Price Validity

1. All prices quoted must be firm and valid for one year from the date of finalization and acceptance of the Tender.
2. All prices quotes shall not be affected by any escalation in prices of labour or materials, machinery, equipment, etc. during the price validity period whatsoever. However, direct duties, levies, or taxes in respect of finished products will be at the rate prevalent at the time of delivery.

B17. Payment

1. 25% Bill amount will be paid after submission of Bill by the successful vender. Rest 75% of Bill amount will be released within 4 months or using of the tendered materials which ever is earlier after the satisfactory report of the ITeS concerned. No advance payment will be made.
2. VAT: Any additional tax on account of VAT & other tax shall be borne by the Tenderer/Vendor.
3. After completion of each supply, Bills in triplicate along with necessary delivery Challans and related documents shall be submitted to the authority placing the order for arranging the payment. All payments will be made through A/c. Payee Cheques only.

B18. Award of Contract

Letter of Intent (LOI) by the Central and concerned Regional Commission will be issued to the successful Tenderer after evaluation of the samples and financial bid. The Work Order will be issued by the office of the WBCSSC after depositing the Security Deposit which should be equivalent to 10% of the value of Work Order less the amount of EMD converted into Security Deposit. The Security Deposit shall be refunded to the party immediately after payment of the final bill or of successful completion of the work and good performance of the Tenderer/Vendor subject to satisfaction of WBCSSC.

After issue of the formal work order, the office will enter into a contract with the selected Contractor(s) on the terms and conditions provided herein for supply of Barcode Stickers as specified in the tender.

B19. Work Completion

If any part of the service in respect of the work assigned and undertaken by the Successful Tenderer/Vendor for which contract agreement will be entered into is not rendered/delivered in time, the WBCSSC as the case may be shall be entitled to levy and recover Liquidated damages/penalty at 1 % per week or the part thereof of the delay subject to 5% maximum, on the payment due to the Tenderer for the particular stage. Any delay beyond five weeks will attract higher penalty to be decided by the WBCSSC be maximum 10%.

B20. Other Terms & Conditions**1. Receipt of Insufficient Competitive Proposals**

If WBCSSC receives only one (1) responsive proposal in respect of any category of tender items, WBCSSC reserves the right to select and award the work to the single Tenderer.

2. The Tenderer/ Vendor shall commence and complete the work as per direction of the WBCSSC as the case may be.
3. Other terms, if required for good performance of the work and as shall be mutually agreed upon, shall be laid down in the contract agreement.
4. In addition to above there shall be a termination clause in the contract agreement for bad and negligence performance of the Tenderer/Vendor.

B21 Disputes and Arbitration

In case any dispute or differences arises between the parties relating to the Contract agreement, the said dispute or differences shall be referred to the sole arbitration of the Chairman, WBCSSC. The award shall be final and binding on both the parties. The Arbitral Jurisdiction shall be within the jurisdiction of Kolkata High Court.

B22. Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

B23. Termination for Default

In the event the Tenderer/Vendor fails and or neglects the terms and conditions laid down here in above or hereinafter and or fails and neglects to complete the work within the time schedule or extended period if allowed, the WBCSSC be at liberty to terminate and or cancel the Work Order/Contract Agreement as the case may be given 30 days notice with forfeiture of the security deposit amount.

B24. Clarification to the Quotation Document

All the Tenderers are requested to go through the provisions laid down in this **TENDER DOCUMENT** and seek all the clarifications in writing to the **SECRETARY, WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION, EE – 11 & 11/1, SECTOR – II, BIDHANNAGAR, KOLKATA – 700091.**

Sd/-

Secretary

West Bengal Central School Service Commission

Section C

Bidding Sheet

Sr. No.	Item	Specification Details of sticker Roll	Specification details of Ribbon	Requirement of WBSSC	Quoted Unit Rate without VAT (in Rs.) (per 1000)	Quoted Unit Rate with VAT (in Rs.) (per 1000)	Total
1	Barcode Stickers & Ribbon	40x20 Croma Paper of Avery Dennison	To be mentioned by the vendor (preference would be given to Armor Asia)	50,000,00			

1. Full Signature of the Bidders :-
2. Name of the Firm:-
3. Address:-
4. Contact Person:-
5. Contact No.:-



Secretary

West Bengal Central School Service Commission