



## WEST BENGAL REGIONAL SCHOOL SERVICE COMMISSION

### SOUTH EASTERN REGION

Zilla Parishad Bhaban (Annexe Building), 1<sup>st</sup> Floor, Rishi Bankim Sarani, Barasat, North 24-Pgs, Pin-700124  
e-mail: [serwbrssc@gmail.com](mailto:serwbrssc@gmail.com) Phone : 2584-1070/1060/1218 Fax : 2584-0962

**Memo No. 495/Estt-756/RSSC(SER)/2017**

**Dated:24/05/2017.**

**From : The Chairperson,  
WBRSSC (SER), Barasat,  
North – 24 Pgs. Pin-700124.**

**To : The Secretary,  
WBCSSC, Acharya Sadan,  
Block-EE , Plot-11/1, Sector-II,  
Salt Lake City, Kolkata – 700 091.**

**Sub: Uploading of an advertisement of Notice Inviting Re-Tender for Supply of Stationary & other Articles in WBCSSC Web Site.**

Sir,

Kindly see the attachment issued in connection with the subject mentioned above.

I am requesting your authority kindly to upload the same in the Central Commission's Website at the earliest for wide circulation.

An early action from your kind end is solicited.

With regards.

Yours faithfully,

**CHAIRPERSON  
WBRSSC (SER), Barasat**

Enclo: As stated.



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### **NOTICE INVITING RE-TENDER FOR SUPPLY OF STATIONERY & OTHER ARTICLES**

#### **Notification of Re-TENDER NOTICE No.494/Estt-756/RSSC(SER)/2017 Dated : 24.05.2017.**

Sealed tenders are re-invited from the bonafide reputed and resourceful suppliers of Office Stationery/Consumables/Misc.articles in the bidding sheet for supply of listed articles in this office for two years (02) from the date of finalization of the tender. The intending tenderers shall quote the rates inclusive of all taxes in the bidding sheet, to the Chairperson, West Bengal Regional School Service Commission. The credentials, E-Certificates of STDS, I.T. and VAT Clearance Certificates shall have to be enclosed with the sealed tender. The bidding documents have been posted in the website of the WBCSSC. The intending tenderers are permitted to make use of the documents downloaded from the website. The website of the Commission can be visited under [www.westbengalssc.com](http://www.westbengalssc.com). Sealed Tenders are required to be submitted by 2.00p.m. on or before 9<sup>th</sup> June 2017, to the Chairperson, WBRSSC (SER) Barasat, with the supporting required documents. The tenders shall be opened at 3.00 p.m. on 9<sup>th</sup> June 2017, in presence of the intending tenderers desiring to take part in the processes. In the context of quality, acceptance of lowest quoted rate is not mandatory. The Commission also reserves the right to reject any or all tenders without assigning any reason whatsoever. The tenderers shall have to submit the specimen(s) of the Non-Branded item(s), quoted in the Tender.

The resourceful Tenderers having the capability of developing best Solutions in day-to-day Office Management with user friendly accessibility and having adequate experience in implementation of such type of work may participate in this Tender. The notice inviting Tender, the terms and conditions, the specifications etc. constitute the Tender Document Set. Proposals shall be completed in all respects and be submitted with requisite information and annexure. It shall be free from any ambiguity or overwriting. The Tenderer himself or his/her authorized representative shall put his/her signature (may be initial signature) on all pages of the proposal. The authorized signatory shall have to produce proper authorisation from the Tenderer. For preparation of proposals, Tenderers are expected to examine the Tender documents in detail and to provide all information requested for. The Tenderer should mention in detail his/her postal address, e-mail address, and contact Phone no. (Both Office & Residence) and Fax number in Kolkata/ North 24 Parganas including the Mobile phone number & e-mail ID of the Contact Person in this regard and also to mention modalities by which quick response in emergency situation can be received from them. 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 between the successful Tenderer and WBRSSC.

Credentials and pre-qualifications of the Tenderer :- The Tenderer shall furnish the documentary evidence that he/she has adequate financial and all other 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. 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/ North 24 Parganas for more than 6 months. Financial Condition Turnover of more than Rs.1.0 Lakh (One) per annum for the last financial year in Stationery related works (Audited Annual Report for the last year to be submitted). Amount of Annual turn over should be mentioned categorically. Tenderer should have executed such Office supply in at least 3 Offices (Government/Semi-Government /ISO certified Private Company) in Kolkata/ North 24 Parganas in the last financial year. Income Tax clearance Certificate



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(preceding year) have to be submitted by the tenderer. Sales Tax/Vat Clearance Certificate.(preceding year)/E-STDS Certificate (if any) , Trade license (Renewed up-to-date), Self-attested copy of the Registration certificate of Company/Firm to be submitted . The complete form shall have to be deposited to the Chairperson, WEST BENGAL REGIONAL SCHOOL SERVICE COMMISSION, Barasat 700124, on any working day up to the deadline specified.

Any tender, received after the specified date & time of receipt of bids, will not be considered.  
All prices quoted shall not be affected by any escalation in prices.

Failure of the tenderer to comply with any part of this document may result in that his/her proposal being disqualified for non-responsive to the request of the WBRSSC. WBRSSC reserves the right to reject any Tender or the entire Tender process without assigning any reason whatsoever.

Tender Evaluation Process will be used for the evaluation. Under this process, the Commission shall examine the Tenders and may make shortlist of Tenderers taking into consideration the completeness of the Tender following the quality of quoted items and price Validity

All prices quoted must be firm and valid for one year from the date of finalization/ acceptance of the Tender.

However, direct duties, levies, or taxes in respect of finished products will be at the rate prevalent at the time of delivery.

Any additional Tax on account of VAT shall be borne by the Tenderer/Vendor. B.17.3. 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.

Award of Contract Letter of Intent (LOI) will be issued to the successful Tenderer after evaluation of the samples and financial bid. The Work Order will only be issued after completion of all formalities.

Before issue of the formal work Order, WBRSSC will enter into a contract with the selected Tenderer(s) on the terms and conditions provided herein for supply and maintenance of the Stationery articles.

The Tenderer/Vendor shall commence and complete the supply work as per direction of the WBRSSC.

In addition to above there shall be a termination clause in the contract agreement for bad and negligent performance of the Tenderer/Vendor.

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 WBRSSC shall be at liberty to terminate and or cancel the Work Order/Contract agreement, as the case may be, giving 10 days notice.

Chairperson

WBRSSC (SER), Barasat  
North – 24 Pgs. Pin-700124



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### QUOTATION NOTICE

Ref.No:494/ESTT-756/RSSC(SER)/2017

Date: 24/05/2017

Quotations are invited from reputed concern to supply the following articles:-

Serial No.	Item (Particulars)	Quantity Required	Remarks
1	12A Cartridge New	6 Pcs	
2	88A Cartridge New	6 Pcs	
3	AI-Pin	1 Dozen	
4	Big Towel	1 Dozen	
5	BINDER CLIP - BIG	2 Dozen	
6	BINDER CLIP - MEDIUM	2 Dozen	
7	BINDER CLIP - SMALL	2 Dozen	
8	Blue Marker Pen	1 Dozen	
9	Blank CD	2 Dozen	
10	Board Pin	6 Box	
11	BOX-FILE	6 Pcs	
12	SELLOTAPE - BIG - BROWN	6 Pcs	
13	SELLOTAPE - BIG - TRANSPARENT(WHITE)	6 Pcs	
14	CHANNEL FILE	4 Dozen	
15	CLOTH DUSTER	2 Dozen	
16	COLLIN	6 Pcs	
17	COTTON BALL	6 Pcs	
18	COVER FILE	2 Dozen	
19	DAK DESPATCH REGISTER	4 Pcs	
20	DRINKING GLASS	1 Dozen	



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21	FAX-ROLL	6 Pcs	
22	FEVI-STICK	1 Dozen	
23	GEMS CLIP (BIG)	1 Dozen	
24	GEMS CLIP (SMALL)	1 Dozen	
25	GOOD KNIGHT Machine	6 Pcs	
26	HAND TOWEL	6 Pcs	
27	HARPIC (Sanitary)	6 Bottle	
28	HARPIC CAKE (Sanitary)	6 Pcs	
29	HIGHLIGHTER PEN - BLUE	5 Pcs	
30	HIGHLIGHTER PEN - GREEN	5 Pcs	
31	HIGHLIGHTER PEN - ORANGE	5 Pcs	
32	MEDIUM STAPLER PIN	2 Dozen	
33	MEDIUM TOWEL	6 Pc	
34	MINI SELLOTAPE	6 Pc	
35	ODONIL	6 Pc	
36	PAPER - (Copier) -A4	15 REAM	
37	PAPER - (Copier) -LEGAL	10 REAM	
38	PUNCH MACHINE (KANGARO DP-600)	3 Pcs	
39	RED SUTULI	6 Pcs	
40	SKETCH PEN -	6 Pkt	
41	SPOON - STEEL - GOOD QUALITY	1 Dozen	
42	STAMP PAD (SMALL) - BLACK	1 Pc	
43	STAMP PAD (SMALL) - BLUE	1 Pc	
44	STAPLER - SMALL	6 Pcs	
45	STICK NOTE	2 Pcs	



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46	STOCK REGISTER	2 Pcs	
47	VOUCHER FILE	6 Pcs	
48	WHITE RIBBON	6 Pcs	
49	WHITE SUTULI	6 Pcs	
50	WRITING PAD - BIG	6 Pcs	
51	WRITING PAD - SMALL	6 Pcs	

Specimen is available with this office, may be shown to the Party on any working day during office hours.

Delivery is to be made time to time as required. Payment will be made against Bill by **Account Payee Cheque** after delivery of Articles to the satisfaction of the Commission.

Quotations are to be submitted within 15 days from the issue of this notice and will be opened on the same day at 03.00 P.M.

Chairperson  
WBRSSC(SER), Barasat