

NOTICE INVITING QUOTATION FOR SUPPLY OF  
STATIONERY & OTHER ARTICLES



APRIL 2023

*The 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*

**Section A – Notification**

**TENDER NOTICE**

No.485 /1466(XII)/CSSC/ESTT/2023

Dated : 20.04.2023

Sealed quotations are hereby invited from the bonafide reputed and resourceful suppliers of Office Stationery/Consumables/Misc. articles in the authenticated bidding sheet of this document for supply of listed articles in the office of The West Bengal Central School Service Commission for **ONE YEAR (01)** from the date of finalization of the quotation.

**The intending quotationers should have office and service support arrangements preferably within a radius of 25 Kms. from the Office of the West Bengal Central School Service Commission.** The intending quotationers shall quote the rates of articles+applicable GST in percentage in the bidding sheet, to the Secretary, The West Bengal Central School Service Commission. The credentials like PAN card, I.T. and GST Registration and Clearance Certificates shall have to be enclosed with the sealed quotation. Earnest money of Rs.**10,000/-** (Rupees Ten thousand) only shall have to be deposited in the form of D.D. drawn in favour of **“The West Bengal Central School Service Commission”**.

The bidding documents have been uploaded in the website of the Commission. The intending quotationers are permitted to make use of the documents downloaded from the website. The quotationers should pay the price of the documents of Rs.500/- (Rupees Five Hundred) by demand draft drawn in favour of “The West Bengal Central School Service Commission” along with the bid. The website of the Commission can be visited under [www.westbengalssc.com](http://www.westbengalssc.com).

**Sealed quotations are required to be submitted by 2.00p.m. on or before 12.05.2023 to the Secretary, the West Bengal Central School Service Commission with the Earnest Money & other supporting required documents. The quotations shall be opened at 3.00 p.m. on 12.05.2023 in presence of the quotationers 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 quotations without assigning any reason whatsoever. The quotationers shall have to submit the specimen(s) of the Non-Branded item(s), quoted in the Tender.**

Section B – General Terms and Conditions

**B1. Introduction**

The West Bengal Central School Service Commission is located at 11 & 11/1, EE- Block, Salt Lake, Sector-II 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 Stationery Vendor/Vendors for supplying Office Stationery Articles/Consumables/Misc.articles as and when required and also to select the best Solution Provider in day-to-day Office Management. The resourceful quotationers having the capability of developing best Solutions in day-to-day Office Management with user friendly accessibility and having adequate experience in the file of implementation of such type of work may participate in this quotation.

**B3. Instructions for Preparation of Proposals**

- B3. 1.** The notice inviting quotation, the terms and conditions, the specifications etc. constitute the Quotation Document Set.
- B3. 2.** Proposals shall be completed in all respects and be submitted with requisite information and annexure. It shall be free from any ambiguity or overwriting.
- B3. 3.** The Quotationer himself/herself 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 Quotationer.
- B3. 4.** For preparation of proposals, quotationers are expected to examine the Quotation documents in detail and to provide all information requisitioned for.
- B3. 5.** The Quotationer should mention in detail his/her postal address, e-mail address, and contact Phone no. (Both Office & Residence) and Fax number in Kolkata/in Bidhannagar/Rajarhat-Newtown area including the Mobile phone number & e-mail ID of the entrusted contact persons 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 quotation & till the last date of execution of Contract agreement. The terms and conditions hereby referred to shall be the binding between the successful Quotationers and WBCSSC.

#### **B4. Credentials and pre-qualifications of the Quotationer**

The Quotationer shall furnish the documentary evidence that he/she has adequate financial and all other capacity for performing the quoted 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.

##### **B4. 1. Qualification Criteria**

Sl.No.	Criteria	Specification Details
1	Years of Service	The quotationer shall be an Indian registered company/Firm/State-Central Wholesale Consumer Cooperative Society Ltd. must have conducted business in the similar nature of field in Kolkata/Bidhannagar for more than 3 years.
2	Financial Condition	Turnover of more than Rs.5.0 Lakh (Five) per annum for the last three financial years in Stationery related works (valid documentary proof to that effect be furnished).
3	Experience Statement	Quotationer should have executed such Office supply in at least 3 Offices (Government/Semi-Government/ISO certified Private Company) in Kolkata/Bidhannagar in last three financial years.
4	Office Infrastructure	Tenderer shall have Office in his/her own name/in the name of the firm in the city of Kolkata under Kolkata Municipal Corporation or in the City of Salt Lake, Rajarhat-New Town under Bidhan Nagar Municipal Corporation.

##### **B4. 2. Pre-Qualification Checklist**

An indicative pre-qualification checklist has been provided for convenience of Quotationers. The Quotationers shall 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	GST Clearance Certificate.(preceding year)	
4	Trade licence (Renewed up-to-date)	
5	Self-attested copy of the Registration certificate of Company/Firm. Self-attested copy of the partnership deed in case of partnership firm and power of attorney to the representative of the firm who operates the tender.	
6	Quotation documents properly signed and accompanied by the letter of Authorization from the Head of the Organization, as per law.	

### **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-700091 on any working day up to the deadline specified in Section A along with Earnest Money, as mentioned in Section A.

**THE FINANCIAL BIDS SHALL BE SUBMITTED IN SEPARATE SEALED ENVELOPE, WHICH WILL BE OPENED ONLY AFTER ACCEPTANCE OF THE SAMPLES OF SPECIFIED ARTICLES IF FOUND AT PAR WITH THE SPECIFICATIONS STIPULATED IN THE QUOTATION.** The envelope containing the bids has to be inserted in a separate larger envelope and the same has to be submitted in sealed condition.

Any quotation, 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 quotation document may be extended up to the next working day (up to 2pm.) without further separate notice.

**B5. 1. The Quotation documents should be properly bound and separators should be used to mark each section of the Quotation. Any loose sheet enclosed with the Quotation will be treated as not a part of the Quotation.**

**B5.2.** 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**

**B6. 1.** Materials submitted in response to this NIT shall become the property of the WBCSSC.

**B6. 2.** All proposals received shall remain confidential until the quotations are opened.

### **B7. Validity of Offer**

The proposal shall remain valid for a period of **ONE YEAR** from the date of finalization of the Quotation.

All prices quoted shall not be affected by any escalation in prices of labour or materials, equipment, etc. during the 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 concessional rate of GST will be issued by WBCSSC, if applicable. The prices shall be prices of articles +GST in percentage. WBCSSC shall be authorized to deduct Income Tax, as applicable at source, from the successful Quotationer.

### **B9. Income Tax and GST Certificates**

Self-attested copies of the following documents must be submitted along with the Tender:

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

### **B10. Earnest Money Deposit (EMD)**

**B 10. 1.** Earnest money in the form and manner specified in Section A is to be deposited at the time of submission of the Quotation.

**B 10.2.** Quotation NOT accompanied with prescribed Earnest Money Deposit will be rejected.

**B.10.3.** The EMD of the unsuccessful Quotationer shall be refunded after finalization of the quotation and also within reasonable time not exceeding six months from the date of final acceptance of the Quotation. The EMD will carry no interest.

**B.10. 4.** In the case of the successful Quotationer, 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.

### **B.11 Quotation Opening Date and Venue**

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

### **B.12 Discrepancies in Quotation**

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

- In case of discrepancy between the original and copies of quotation, the original quotation will be considered valid for acceptance.
- In case of discrepancy between figures and words, the words will be considered for acceptance.
- Arithmetical error may be corrected keeping intact the unit price and the quantity.

### **B.13. Quotation Acceptance & Rejection**

- Quotationers must provide response to all sections and requirements of this document so as to be considered complete. Failure of the quotationer to comply with any part of this document may result in that his/her proposal being disqualified for non-responsive to the asking of the WBCSSC.

- WBCSSC reserves the right to reject any Quotation or the entire quotation process without assigning any reason whatsoever.

**B.14. 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.

**B.15. Quotation Evaluation Process**

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

**B.16. Price Validity**

- B.16.1. All prices quoted must be firm and valid for one year from the date of finalization/ acceptance of the quotation.
- B.16.2. All prices quoted 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.

**B.17. Payment**

- B.17.1. Payment is likely to be made after submission of the Bill/Claim as per accepted rate.
- B.17.2. GST: Any additional Tax on account of GST shall be borne by the Quotationer.
- 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.

**B.18. Award of Contract**

Letter of Intent (LOI) will be issued to the successful Quotationer after evaluation of the samples and financial bid. The Work Order will only be issued after submission of the Security Deposit by the selected Quotationer, @10% of the total value, as derived. Amount to be deposited will be computed deducting the E.M.D converted into Security Deposit. Such deposit will be refunded to the party immediately after payment of the final bill after one year of successful completion of the work and good performance of the Quotationer to the satisfaction of WBCSSC.

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

**B.19. Work Completion**

If any part of the service in respect of the work assigned and undertaken by the Successful Quotation for which contract agreement will be entered into is not rendered in time, the WBCSSC shall be entitled to levy and recover Liquidated damages/penalty at 1% per week or part thereof of the delay subject to 5% maximum, on the

payment due to the Quotationer for the particular stage. Any delay beyond five weeks will attract higher penalty to be decided by the WBCSSC, maximum to the tune of 10% of the billed amount.

**B20. Other Terms & Conditions**

**B20.1. Receipt of Insufficient Competitive Proposals**

If WBCSSC receives only one (1) responsive proposal, WBCSSC reserves the right to select and award the work to the single Quotationer if found suitable or reject the same.

**B20.2.** The Quotationer shall commence and complete the work as per direction of the WBCSSC.

**B20.3** 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.

**B20.4.** In addition to above there shall be a termination clause in the contract agreement for bad and negligent performance of the Quotationer.

**B21. Governing Laws**

This Quotation Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The Courts in Kolkata shall have exclusive jurisdiction in all matters arising as disputes under the contract.

**B22. Termination for Default**

In the event the Quotationer 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 shall be at liberty to terminate and or cancel the Work Order/Contract agreement, as the case may be, giving 30 days notice with forfeiture of the security deposit amount.

Sd/-

**Secretary**

**West Bengal Central School Service Commission**