



## 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

Phone : 2584-1070/1060/1218 Fax : 2584-0962, e-mail: [serwbrssc@gmail.com](mailto:serwbrssc@gmail.com)

### **NOTICE INVITING TENDER FOR SUPPLY OF FLAT FILE (Printed) and without Printed.**

NIT NO- 1138 /1/ESTT-846/RSSC(SER)/2018

DATE: 25/05/2018

Sealed tenders are hereby invited from the bonafide reputed and resourceful suppliers within Kolkata and North 24 Parganas district **for supply of 'Flat File (Printed) and without Printed, both with flap, inclusive of all taxes/charges.** The intending Bidders' shall quote the rates per 100 pieces inclusive of all taxes/charges in the bidding sheet, to the Chairperson, West Bengal Regional School Service Commission. The credentials, E-CERTIFICATES OF STDS, I.T., VAT CLEARANCE CERTIFICATES AND GST CLEARANCE CERTIFICATES shall have to be enclosed with the sealed tender. The website of the Commission can be visited under [www.westbengalssc.com](http://www.westbengalssc.com). Sealed tenders are required to be submitted by 2.00 p.m. on or before 05<sup>th</sup> day of June, 2018 to the Chairperson, WBRSSC(SER), Barasat, with the supporting required documents. The tenders shall be open at 3.00 p.m. on 05<sup>th</sup> day of June, 2018 in presence of the intending Bidders desiring to take part in the process. 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 resourceful Bidders having adequate experience in implementation of such type of work may participate in this Tender. The notice inviting Tender, the terms and conditions and specification etc. constitute the Tender Document Set. Proposals shall be completed in all respect and be submitted with requisite information and annexure. It shall be free from any ambiguity or over writing. The Bidders 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 authorization from the Bidders. For preparation of proposals, Bidders are expected to examine the Tender documents in detail and to provide all information requested for. They should mention in detail their names, 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 binding between the successful Bidder and WBRSSC (SER).

Credentials and pre-qualifications of the Bidder :- The Bidder shall furnish the documentary evidence that he/she has adequate financial and all other capacity for performing the tendered work in Govt. offices. 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 Bidder 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 2 (two years). Bidder should have executed such Service in at least 3 Offices(Government/Semi-Government /ISO certified Private Company). Income Tax clearance Certificate (preceding year) have to



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be submitted by the Bidder. Sales Tax/Vat/GST Clearance Certificate.(preceding year)/E-STDS Certificate (if any) , Trade license (Renewed upto 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, SOUTH EASTERN REGION, 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 Bidder to comply with any part of this document may result in 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 Bidders 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.

The successful Bidder/Vendor shall commence and complete the supply work as per direction of the WBRSSC (SER).

After completion of each supply **as per specimen of the item supplied by this office**, 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.

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

Termination for Default : In the event the Bidder/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 Parganas.**