

Government of West Bengal

DIRECTORATE OF ANIMAL RESOURCES & ANIMAL HEALTH

Prani Sampad Bhavan, 2nd & 3rd floor, LB-2, Sector-III, Salt Lake City, Kolkata-700 106
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E-TENDER NOTIFICATION

No. WBARD/OS/NIT-13/T-604/19-20

Date of issue: 6th January, 2020
te of WB through the undersigned

Online bids are invited by the Governor to the State of WB through the undersigned only from the **bonafide suppliers having experience** for **rate contract of one year for supply of undernoted office stationary articles** at this Directorate HQ at Block-LB-2, Sector-III, Salt Lake City, Kolkata-700 106.

SI.	Articles	Unit	Remarks
1.	AA Battery for Wall clock (10 pcs. per flap) (As per sample)	Per flap	Sample required
2.	AAA Battery for Remote (10 pcs. per flap) (As per sample)	Per flap	Sample required
3.	Alpin (As per sample)	Per Box	Sample required
4.	Arch File (As per sample)	Per piece	Sample required
5.	Bag (Nylon made) (As per sample)	Per piece	Sample required
6.	Binder clip (1 inch) (As per sample) (12 piece/Box)	Per Box	Sample required
7.	Bodkin (As per sample)	Per piece	Sample required
8.	Brush for Keyboard cleaning (As per sample)	Per piece	Sample required
9.	Brush for Monitor cleaning (As per sample)	Per piece	Sample required
10.	Calculator (12 digit) (As per sample)	Per piece	Sample not required
11.	Cello-Tape (As per sample)	Per piece	Sample required
12.	Channel File (As per sample)	Per piece	Sample required
13.	Colin 500ml. (Glass cleaner)	Per piece	Sample not required
14.	Desk calendar Refill (As per sample)	Per piece	Sample required
15.	Desk calendar Stand (As per sample)	Per piece	Sample required
16.	Duplicating Paper (21 cm X 33 cm Grade-62) (As per sample)	Per Ream	Sample not required
17.	Duster (As per sample)	Per piece	Sample required
18.	Electrical Mosquito killer Machine (As per sample)	Per piece	Sample not required
19.	Electrical Mosquito killer Liquidator (As per sample)	Per piece	Sample not required
20.	ENVELOPE: - Coated 16" X 12" (As per sample) 100 pieces/bunch.	Per Bunch	Sample required
21.	ENVELOPE: - Coated 14"X 10"(As per sample) 100 pieces/bunch.	Per Bunch	Sample required
22.	Coated 10"X 12"(As per sample) 100 pieces/bunch.	Per Bunch	Sample required
23.	ENVELOPE: - Paper 09"X 04"{Plan white} (As per sample) 100 pieces/bunch.	Per Bunch	Sample required
24.	Paper 10"X 06"{Plan white} (As per sample) 100 pieces/bunch.	Per Bunch	Sample required
25.	Paper 11"X 05"{Plan white} (As per sample) 100 pieces/bunch.	Per Bunch	Sample required
26.	Paper 11"X 05"{window white} (As per sample) 100 pieces/bunch.	Per Bunch	Sample required
27.	Gum (200 ml.) (As per sample)	Per piece	Sample required
28.	File Box (As per sample)	Per piece	Sample required
29.	Four folded file cover (As per sample)	Per piece	Sample required
30.	Funnel Duster (As per sample)	Per piece	Sample required
31.	Hand wash container 215 ml. (Liquid) (As per sample)	Per cont.	Sample required
32.	Hand wash pouch 185 ml. (Liquid) (As per sample)	Per pouch	Sample required
33.	Hand towel (As per sample)	Per piece	Sample required
34.	Highlighter (As per sample)	Per piece	Sample required
35.	Toilet cleaner plus bleach (1 litre/container) like HARPIC	Per cont.	Sample not required
36.	Iron Bucket (As per sample)	Per piece	Sample required
37.	Keyboard (As per sample)	Per piece	Sample not required
38.	Key purse (As per sample)	Per piece	Sample required
39.	Knife (As per sample)	Per piece	Sample required
40.	Lock & Key (7 Liver) like Godrej <i>NAVTAL</i> Brass made.	Per piece	Sample not required
41.	Marker (Permanent Board) (As per sample)	Per piece	Sample required
42.	Marker (OHP Glass) (As per sample)	Per piece	Sample required
43.	Mouse (As per sample)	Per piece	Sample not required
44.	Mouse pad (As per sample)	Per piece	Sample required
45.	Name plate (Brass made), (As per matter with Sample)	Per Sq. Inch	Sample required
46.	Name plate (Vinyl made), (As per matter with Sample)	Per Sq. Inch	Sample required
47.	Naphthalene Ball (Cube Shape) 500 gm per pkt. (As per sample)	Per pkt.	Sample required
48.	Note sheet pad (As per sample)	Per pad	Sample required
49.	Nylon Stamp (As per sample)	Per piece	Sample required

Official Bag. (As per sample) Per piece Sample required	51. 52. 53. 54. 55.	ODONIL toilet refreshner 75 gm (Lavender/Jasmine/Rose) Paper (A-4 size) (As per sample) 75 GSM, 500 sheets in a ream Paper (Legal size) (As per sample) 75 GSM, 500 sheets in a ream Paper weight (As per sample) PEN:- Dot Ball up to Rs. 40/- (As per sample)	Per piece Per ream Per ream	Sample not required Sample not required Sample not required
S2. Paper (LA-S ster) (As per sample) TS GSM, 500 sheets in a ream Per ream Sample not required	52. 53. 54. 55.	Paper (A-4 size) (As per sample) 75 GSM, 500 sheets in a ream Paper (Legal size) (As per sample) 75 GSM, 500 sheets in a ream Paper weight (As per sample) PEN:- Dot Ball up to Rs. 40/- (As per sample)	Per ream Per ream	Sample not required Sample not required
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Febr. Dot Ball up to Rs. A0/- (As per sample)	55.	PEN:- Dot Ball up to Rs. 40/- (As per sample)	Per piece	
Section				Sample required
Section	56		Per piece	Sample required
For two-way (As per sample) Per piece Sample required		Dot Ball up to Rs. 60/- (As per sample)	· ·	
Signature (Pilot) (As per sample)			•	
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60. Use & Through			•	
62. Pencil (wooden) (like Matt Magic Extro Dark) (As per sample) 62. Pencil Sharpener (As per sample) 63. Pencil Sharpener (As per sample) 64. Pen Stand (Executive type) (As per sample) 65. Pen Stand (Cecutive type) (As per sample) 66. Pen Stand (Cecutive type) (As per sample) 66. Pen Stand (Cecutive type) (As per sample) 66. Pen Stand (Cecutive type) (As per sample) 67. Pin Cushion (As per sample) 68. Polly Bucket (As per sample) 68. Polly Bucket (As per sample) 69. Polly Mug (As per sample) 69. Polly Mug (As per sample) 69. Polly Mug (As per sample) 69. Polly Stand (Parlay With city (As per sample) 69. Polly Stand (Parlay With City (As per sample)) 69. Polly Stand (Parlay With City (As per sample)) 69. Polly Stand (Parlay With City (As per sample)) 70. Polly paper tray with city (As per sample) 71. Polly tolder file (As per sample) 72. Presto Stamp (Presto) 73. Puncher (Double) (As per sample) 74. Puncher (Single) (Puncher Hand paper hole) (As per sample) 75. Register :- Allotment (As per sample) 76. Attendance (As per sample) 77. Bill (As per sample) 78. Cloth Bind No-2 (As per sample) 79. Cloth Bind No-2 (As per sample) 80. Cloth Bind No-2 (As per sample) 81. Register :- Cloth Bind No-6 (As per sample) 82. Cloth Bind No-6 (As per sample) 83. Cloth Bind No-6 (As per sample) 84. Cloth Bind No-6 (As per sample) 85. Receive (As per sample) 86. Septer (Cloth Bind No-10(As per sample) 87. Segister :- Gloth Bind No-10(As per sample) 88. Receive (As per sample) 89. Per piece 89. Sample required 89. Receive (As per sample) 99. Per piece 89. Sample required 89. Cloth Bind No-10(As per sample) 99. Per piece 89. Sample required 80. Cloth Bind No-10(As per sample) 90. Register :- Gloth Bind No-10(As per sample) 90. Sample required 91. Segister :- Gloth Bind No-10(As per sample) 91. Per piece 92. Sample required 93. Cloth Bind No-10(As per sample) 94. Soap Required 95. Receive (As per sample) 96. Soap Call (As per sample) 97. Soap liquid 250 ml. (As per sample) 98. Soap Fequired 99. Sample not required 99. Sample require			•	
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113	Wall clock (As per sample)	Per piece	Sample required
114	Waste Paper Bucket (As per sample)	Per piece	Sample required
115	Water Bottle (As per sample)	Per piece	Sample required
116	Water glass with lid (As per sample)	Per piece	Sample required
117	Water sponge (As per sample)	Per piece	Sample required
118	File	Per piece	Sample required
119	File Cover	Per piece	Sample required
120	Post-it	Per pkt	Sample required
121	Cover File	Per piece	Sample required
122	Binder Clip-Big	Per box	Sample required
123	Window Envelope(100/bundle)	Per	Sample required
		bundle	
124.	V5 Gel pen	Per piece	Sample required
125.	James Clip	Per box	Sample required

In the event of e-filing, intending bidder may download the bid documents from the website http://wbtenders.gov.in directly with the help of Digital Signature Certificate. N.I.T. is obtainable from the website http://wbtenders.gov.in from 9th January,2020 and also be viewed from the Website http://www.darahwb.org.

Online Receipt & Refund of EMD of e Procurement through State Govt. E Bid Portal as per order no. 3975-F(Y) dated, 28th July 2016 of Secretary to Govt. of WB, Finance Department (www.wbfin.nic.in)

Earnest Money:

In every case of open e-tender, an earnest money amounting as mentioned in the NIT of the work put to tender shall be required to be deposited. Earnest Money is to be submitted electronically: online-through net banking enabled bank account, maintained at any listed bank through ICICI Bank Payment Gateway by net banking or offline by NEFT/RTGS from the e-tender portal as per provision as contained in G.O. No-3975(F) dated 28/7/2016 of the Secretary to the Govt. of W.B. Finance Dept. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate (DSC) and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., amount, beneficiary bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from e-Procurement portal. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD. Bidders shall not have to pay the cost of tender documents for the purpose of participating in e tendering.

Bidders eligible for exemption of EMD as per Govt. order may avail the same end necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statutory documents.

Each tender must be supported by (ONLY SCANNED ORIGINAL TO BE UPLOADED):-

- a) Each tender, unless the bidder is exempted under the existing order of the Govt. of WB or Govt. of India, will have to deposit Earnest Money Rs.10,000/- (Rupees Ten Thousand) only as per above manner or <u>Document Showing EMD Exemption to be uploaded</u>.
- b) The Bidder should have sold the items in State Govt. or its organization or PSU for the last 3 years & shall be supported by appropriate documentary proof.
- c) Printed Literature of the quoted item.
- The bidder should have a <u>minimum turnover of Rupees ten lakh</u> in any fiscal viz. 2016-17, 2017-18 & 2018-19. This has to be substantiated by the Balance sheet of the Firm for the relevant years & shall be supported by appropriate documentary proof.
- e) Audited Balance Sheet of Profit & Loss Account in 3 CD Form.
- f) Scanned Original PAN issued by IT Department, Govt. of India.
- Scanned Original Trade License (For Proprietor/Partnership Firm) or Incorporation Certificate (For Limited Company) or Registration Certificate (For Registered Society) (valid up to 31.3.2021).
- h) Scanned Original valid 15 digit Goods & Services Taxpayers Identification No. (GSTIN) under GST Act, 2017.
- Scanned Annexure-I (Application), Annexure-II (Experience Profile), Annexure-III (Self declaration of nonblacklisting or suspension of firm) and Annexure-IV(Certificate from a practising Chartered Accountant).
- j) Scanned Original Authorized dealership/distributorship certificate (Not required for OEM).
- k) Scanned copy of Check List.

No Tender will be accepted, if the same is not supported with all the above documents. Hard copy of Statutory/Non-Statutory Document is NOT required to be submitted.

The offered rate should be valid for **TWELVE MONTHS** but the period may be extended or curtailed at the discretion of the undersigned/Tender Committee/Tendering Authority & requirement. The quantity stated above is tentative & may vary. The successful bidder may require supplying additional quantity at the decentralized units under this Directorate across the State of West Bengal at the approved rate within the contracted period.

Online submission of tender will start from 2 pm on 9th January, 2020. Pre-bid meeting will be held on 13th January, 2020 at 12 noon. The last date of submission of tender (Technical & Financial) is upto 5 pm on 23rd January, 2020. The technical bid will be opened on 27th January, 2020 at 11am.

The bidder must abide by the enclosed terms & conditions as laid down by this Directorate.