



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**

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.

Sl.	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 NAVTAL 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

50.	Official Bag (As per sample)	Per piece	Sample required
51.	ODONIL toilet refreshner 75 gm (Lavender/Jasmine/Rose)	Per piece	Sample not required
52.	Paper (A-4 size) (As per sample) 75 GSM, 500 sheets in a ream	Per ream	Sample not required
53.	Paper (Legal size) (As per sample) 75 GSM, 500 sheets in a ream	Per ream	Sample not required
54.	Paper weight (As per sample)	Per piece	Sample required
55.	PEN:- Dot Ball up to Rs. 40/- (As per sample)	Per piece	Sample required
56.	Dot Ball up to Rs. 60/- (As per sample)	Per piece	Sample required
57.	Two-way (As per sample)	Per piece	Sample required
58.	Signature (Pilot) (As per sample)	Per piece	Sample required
59.	Gel pen (As per sample)	Per piece	Sample required
60.	Use & Through (As per sample)	Per piece	Sample required
61.	Pencil (wooden) (like Matt Magic Extra Dark) (As per sample)	Per piece	Sample required
62.	Pencil Eraser (As per sample)	Per piece	Sample required
63.	Pencil Sharpener (As per sample)	Per piece	Sample required
64.	Pen Stand (Executive type) (As per sample)	Per piece	Sample required
65.	Pen Stand (Ordinary type) (As per sample)	Per piece	Sample required
66.	Phenyl (As per sample) 5 Litre in a Jar	Per Jar	Sample not required
67.	Pin Cushion (As per sample)	Per piece	Sample required
68.	Polly Bucket (As per sample)	Per piece	Sample required
69.	Polly Mug (As per sample)	Per piece	Sample required
70.	Polly paper tray with clip (As per sample)	Per piece	Sample required
71.	Polly folder file (As per sample)	Per piece	Sample required
72.	Presto Stamp (Presto)	Per piece	Sample not required
73.	Puncher (Double) (As per sample)	Per piece	Sample required
74.	Puncher (Single) (Puncher Hand paper hole) (As per sample)	Per piece	Sample required
75.	Register :- Allotment (As per sample)	Per piece	Sample not required
76.	Attendance (As per sample)	Per piece	Sample not required
77.	Bill (As per sample)	Per piece	Sample not required
78.	Cloth Bind No-2 (As per sample)	Per piece	Sample required
79.	Cloth Bind No-4 (As per sample)	Per piece	Sample required
80.	Cloth Bind No-6 (As per sample)	Per piece	Sample required
81.	Register :- Cloth Bind No-8 (As per sample)	Per piece	Sample required
82.	Cloth Bind No-10(As per sample)	Per piece	Sample required
83.	Cloth Bind No-12(As per sample)	Per piece	Sample required
84.	Cloth Bind No-16(As per sample)	Per piece	Sample required
85.	Receive (As per sample)	Per piece	Sample not required
86.	Issue (As per sample)	Per piece	Sample not required
87.	Stock (As per sample)	Per piece	Sample not required
88.	Room Freshener (Electrical) (As per sample)	Per piece	Sample not required
89.	Room Freshener (Spray) (As per sample)	Per piece	Sample not required
90.	Room freshener liquidator (Electrical) (As per sample)	Per piece	Sample not required
91.	Scissor (As per sample)	Per piece	Sample required
93.	Self-Inking Stamp (As per sample)	Per piece	Sample not required
94.	Soap Paper (As per sample)	Per piece	Sample required
95.	Soap cake (up to Rs. 10/-) (As per sample)	Per piece	Sample required
96.	Soap cake (125 gm.) (As per sample)	Per piece	Sample required
97.	Soap liquid 250 ml. (As per sample)	Per piece	Sample required
98.	Short hand Note Book (As per sample)	Per piece	Sample required
99.	Stamp Pad (110 mm X 69 mm) (As per sample)	Per piece	Sample required
100.	Stamp pad Ink (60 ml) (As per sample)	Per piece	Sample required
101.	Stapler Jumbo (As per sample)	Per piece	Sample required
102.	Stapler K-10 (As per sample)	Per piece	Sample required
103.	Stapler 24/6 (As per sample)	Per piece	Sample required
104.	Staples for K-10 (As per sample) 20 mini boxes per packet	Per packet	Sample required
105.	Staples for Jumbo & 24/6 (As per sample) 20 mini boxes per packet	Per packet	Sample required
106.	Scale :- Steel made (As per sample)	Per piece	Sample required
107.	Polly made (As per sample)	Per piece	Sample required
108.	Wooden made (As per sample)	Per piece	Sample required
109.	Table cloth (As per sample)	Per piece	Sample required
113.	Tag (As per sample)	Per piece	Sample required
110.	Thread Ball (As per sample)	Per piece	Sample required
111.	Torch (As per sample)	Per Piece	Sample not required
112.	Towel (As per sample)	Per piece	Sample required

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 bundle	Sample required
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 Document Showing EMD Exemption to be uploaded.**
- 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.**
- d) The bidder should have a **minimum turnover of Rupees ten lakh** 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.
- g) 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.
- i) Scanned **Annexure-I** (Application), **Annexure-II** (Experience Profile), **Annexure-III** (Self declaration of non-blacklisting 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.

Sd/-
Director of Animal Husbandry &

Veterinary Services, West Bengal