

e-Tender

For Selection of Agency

For Supply of Stationery and other articles  
in the Office of the Chief Electoral Officer, West Bengal

**E-Tender No. CEOWB/2017/e-tender/02 Date: 06.07.2017**

July 2017

Issued By  
Chief Electoral Officer, West Bengal  
21, Netaji Subhas Road, Balmer Lawrie Building,  
Kolkata – 700001.

## 1. Bid Data Sheet

1	e-Tender Inviting Authority	Office of the Chief Electoral Officer, West Bengal
2	Name of the Work	Procurement of Stationery goods & articles in the office of the CEO, WB
3	e-Tender Reference	<b>CEOWB/2017/e-tender/o2</b> <b>Date: 06.07.2017</b>
4	Start Date for the Issue of e-Tender Documents	07.07.2017(2:00 PM)
5	Bid submission (both technical & financial) start date (on line)	07.07.2017(3:00 PM)
6	Last date and time for submission of Bids	22.07.2017 (2:00 PM)
7	Opening of Technical Proposal	24.07.2017(4:00 PM)
8	Last Date of uploading list for Technically Qualified Bidder	<b>25.07.2016 (3:00 PM)</b>
9	Opening of Financial Proposal	25.07.2017 (4:00 PM)
10	Place of Opening of Technical Proposal	Office of the Chief Electoral Officer, West Bengal, 21, Netaji Subhas Road, Balmer Lawrie Building, Kolkata- 700001.
11	Earnest Money Deposit (EMD)	<b>₹10,000/- (Rupees ten thousand only)</b>
12	Address for Communication	Office of the Chief Electoral Officer, West Bengal, 21, Netaji Subhas Road, Balmer Lawrie Building, Kolkata- 700001. Landline : 033-2231-0840 Fax : 033-2231-0840 E-mail: <a href="mailto:ceo_westbengal@eci.gov.in">ceo_westbengal@eci.gov.in</a> <a href="mailto:ceo-election-wb@nic.in">ceo-election-wb@nic.in</a> <a href="mailto:ceowbelection@gmail.com">ceowbelection@gmail.com</a> <a href="mailto:wbelection@gmail.com">wbelection@gmail.com</a> Website: <a href="http://www.ceowestbengal.nic.in">www.ceowestbengal.nic.in</a>

## 2. The Overview of the e-tender:

The Office of the Chief Electoral Officer, West Bengal procures stationary and other articles for office throughout the year. The present e-tender is floated to invite item-wise rates of stationary and other articles at the office of the Chief Electoral Officer, West Bengal for official use as per specification of the same appended in Annexure -1 of this document.

Sl. No.	Name of the work	Earnest Money	Eligibility Criteria	Disqualification Criteria	Rejection Criteria
1	To supply stationery goods	₹10,000/- (Rupees ten thousand) only	<u>As detailed in the Scope of Work</u>	Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have: (i) Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and / or record of submission of any false / fake document(s). (ii) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.	During scrutiny of Technical Bid / Tender documents if it is found that any information is incorrect or inadequate in the Technical Bid / Tender documents, the same will be rejected without assigning any reason thereof. The Chief Electoral Officer, West Bengal will have the sole discretion to decide the eligibility of the Bidder on the basis of submitted documents and evaluation thereof and reserve the right to refuse any explanation to Bidders to any applicant without assigning any reason thereof. The decision of this Office in this respect will be final.

### **3. Scope:**

#### **3.1. e-Tender Schedule:**

The schedule which will be followed during this tender process is mentioned under Section 1 - Bid Data Sheet, unless otherwise modified by the Office of the CEO, WB.

The online e-Tenders should be uploaded in the website <https://wbttenders.gov.in> not later than 14:59 hrs on the date mentioned in the Bid Data sheet.

The online tendering process shall be stopped beyond the time mentioned above.

The CEO, WB, may, in exceptional circumstances and at his discretion, extend the deadline for submission of the proposals by issuing an Addendum only.

#### **3.2. Scope of Work:**

The selected agency shall remain responsible for supply of stationary and other articles as may be directed by the Chief Electoral Officer, West Bengal from time to time. Supply of materials/articles shall have to be made within 7 (seven) days from the date of Supply Order as per specifications spelt out in the annexure to the NIT.

### **4. Eligibility**

#### **4.1 Eligibility Criteria**

The Bidder must have the following Eligibility Criteria and enclose the mentioned documentary proof in Technical Bid, failing which the Bid shall not be considered for evaluation and will be summarily rejected.

<b>Sl. No.</b>	<b>Criterion</b>	<b>Supporting Documents to be Submitted</b>
1.	Be a registered Company (under the Indian Companies Act) operating in India for at least 05 years.	Copy of Incorporation / Registration Certificate self-attested by authorized signatory of the bidder.
2.	The bidder must be an entity that has a work experience of having executed similar nature of supply in the last 3 years in any of the government departments / organizations.	Payment Certificate / Sanction Order of the Government Department or organization.
3.	The bidder must have an annual turnover of 1,00,000/- (Rupees one lakh) only in Indian Rupees for each of the past three audited Accounting years	Copy of Certificate duly signed by Statutory Auditor OR Annual Profit & loss A/c and balance sheet of past 03 audited years. OR IT receipt for last 3 financial years.
4.	Should not hold any sanction/black-listing by any PSU/State or Central Government organization persisting on the last due date of receipt of RFP/tender.	Bidder should submit the declaration notarized by first class magistrate

5.	Bidder should have a valid P.Tax (both EC & RC), PAN, Service Tax Registration, Bank A/c	Copy of P.Tax (EC & RC) Return of last quarter, PAN and Service Tax Registration, Bank A/c, self-attested by authorized signatory of the bidder.
6.	The bidder should submit details of any pending litigation in High Court, Supreme Court of India or any other statutory legal forum.	Details to be provided in a declaration notarized by first class magistrate.
7.	Authorized Signatory of the Bidder.	Power of Attorney, in the name of person signing the Bid, authorizing him to submit/execute this agreement as a binding document.
8.	Joint Venture/ consortium of companies are not allowed for bidding in this RFP/tender.	

All the above mentioned documents/forms are to be submitted by the bidder as per proforma given in the NIT in their letter head with proper signage and stamp by the authorized signatory of the bidder.

## **5. Technical and Financial Bid Consideration and Evaluation:**

**5.1 Technical Bid** should contain copies of all the documents in support of the eligibility criteria spelt out in Section 4.1 above.

### **5.2 Technical Bid consideration and Evaluation:**

- Technical bids will be evaluated by the Proposal Evaluation Committee to be formed for the purpose by the Chief Electoral Officer, West Bengal.
- The Proposal Evaluation Committee constituted by the Chief Electoral Officer, West Bengal shall evaluate the responses to the NIT and supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, the Bid shall not be considered for evaluation and will be summarily rejected.
- Each of the responses shall be evaluated as per the criteria and requirements specified in this NIT.
- Financial bid shall be opened only for bidders who qualify in the technical evaluation as per the decision of the Proposal Evaluation Committee.
- The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations and the decision of the Committee in the matter of evaluation of the bids shall be final and abiding.
- The decision of the Proposal Evaluation Committee will be uploaded in the e-Tender portal <https://wbtenders.gov.in>

### **5.3 Financial Bid Evaluation**

The Financial Offer of the prospective bidders will be considered only if the Technical Bid of the bidder is found qualified by the 'Proposal Evaluation Committee' formed by the Chief Electoral Officer, West Bengal. The decision of the 'Proposal Evaluation Committee' will be final and absolute in this respect. Both Technical Bid and Financial Bids are to be submitted concurrently duly digitally signed in the e-Tender portal <https://wbtenders.gov.in>.

The financial bids of only the qualified bidders will come under consideration. The format of the BOQ is attached as annexure 2. The bidders should quote rate individually against items.

1. The bidder should quote only one rate for one item as per specification.
2. The rates tendered shall remain valid for a period of one year with effect from the date of acceptance of the tender and may be extendable, if required.
3. The bidder should give warranty against each item supplied by the selected agency and replace the defective items at their own cost.
4. The selected agency will be required to execute a Performance Bank Guarantee of value Rs 50,000/- only.
5. In the event of breach / violation or contravention of any terms and conditions contained herein by the selected agency, the performance guarantee shall be forfeited and the firm/agency will be blacklisted in addition to termination of contract.

Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will have to be done as per time Schedule specified in this document under the heading, BID DATA SHEET.

#### **5.4 Taxes and Duties**

1. All payments will be subjected to tax deduction at source as applicable/required at the prevailing tax rates. All prices quoted should be inclusive of all applicable taxes excluding service tax.
2. The Bidder shall be solely responsible for the payment of all taxes including Service tax, Income Tax, duties, license fees etc. as per existing Government norms.

#### **5.5 Mode of Submission of Bids**

All documents and corresponding information are to be obtained, shared and submitted only through e-tender process. The Bid submission process has been detailed under the title *Instructions to Bidders*.

#### **5.6. Earnest Money**

The Bidders are required to submit an Earnest Money Deposit (EMD) amounting to ₹10,000/- (Rupees ten thousand only) online in the e-Tender portal

<https://wbtenders.gov.in>.

#### **5.7 Performance Bank Guarantee:**

The selected agency shall at its own expense, deposit with the Chief Electoral Officer, West Bengal, within seven (7) working days of the date of notice of award of the contract an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Bank acceptable to Chief Electoral Officer, West Bengal, payable on demand, for the due performance and fulfilment of the contract by the company.

The value of performance guarantee shall be ₹ 10,000/- (Rupees ten thousand) only which will be required to be furnished to this Office. All charges whatsoever such as premium/ commission etc. with respect to the PBG shall be borne by the selected agency.

The PBG may be in the form of three year guarantee and renewable from year to year by the agency at least three months prior to its expiry.

## **6. INSTRUCTION TO BIDDERS**

### **6.1. General guidance for e-Tendering**

Instructions / Guidelines for electronic submission of the RFP/tenders have been annexed for assisting the agencies/firms/entities to participate in e-Tendering.

### **6.2. Registration of Contractor**

Any agency/firm/entity etc. willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> . The bidder may also consult the website of the Chief Electoral Officer, West Bengal to view the RFP.

### **6.3. Digital Signature Certificate (DSC)**

Each agency/firm/entity etc is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of RFP/tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site above. DSC is given as a USB e-Token.

The agency/firm/entity etc. can search & download RFP & Document(s) electronically from computer once he logs on to the website using the Digital Signature Certificate.

### **6.4 Submission of e-Tenders**

e- Tenders are to be submitted online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded which should be virus scanned and Digitally Signed. The documents will get encrypted (transformed into non readable formats).

### **6.5 Bid Submission Process**

Prospective bidders shall have to submit their bid on-line through <https://wbtenders.gov.in>.

Intending bidders may download the RFP/tender documents from web site: <https://wbtenders.gov.in> through digital signature alone. In case of change of date, due intimation will be given in News dailies and website. List of the important dates related to bid, including Bid Schedule, are given in the Annexure.

The Chief Electoral Officer, West Bengal reserves the right to reject or cancel any or all pre-qualification documents and bid document or the entire tender process without assigning any reason whatsoever.

## **6.6 Technical Proposal:**

All documents as stated in the Eligibility criteria in Section 4.1.

## **6.7. Bill of Quantity (BOQ)**

The rates shall be quoted by the bidder entirely in Indian Rupees. In case of non-participation by any bidder, the specified space for quoting the rate must be kept Blank and in no situation, it is to be filled with zero (0).

## **6.8. Special Terms & Conditions**

1. There will be no sub-letting of the Contract.
2. Under no circumstances escalation in prices will be entertained

## **6.9. Bid Opening**

- a) The online tenders will be received up to the time and date mentioned in the Bid Schedule and will be opened on the date and time mentioned therein. In the event of the specified date of Bid opening being declared holiday, the Bid shall be opened at the specified time and location on the next working day. The list of technically qualified bidders will be uploaded in the portal.
- b) The Technical Bid will be evaluated by the Proposal Evaluation Committee as per the Eligibility Criteria mentioned in this document. The Financial Bids of technically qualified bidders alone will be opened. The decision of the committee shall be final in this regard.

## **6.10. Tender Rejection Criteria:**



- Tenders with incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- Tenders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection. If the offer does not meet the RFP/tender requirements, this Office reserves the right to reject any or all the RFP/tenders without assigning any reason whatsoever.
- Tenders submitted without any of the mandatory statements/ documents of the bidders are liable for rejection.
- In addition to the above rejection criteria, if there is non-compliance of any of the clauses of this Document, the tenders are liable for rejection.

The office of the Chief Electoral Officer, West Bengal reserves the right to terminate the Work Order without giving any reason in case of failure to execute the contract or abide by any terms and conditions as contained in the said agreement.

### 6.11. Mode of Payment

Payment will be made after successful supply of the articles/materials to the satisfaction of the authority. No advance payment will be made.

### 7. Annexure II (Format for Financial Bid)

Sl.No	Description of work and requirement of given number of personnel as per RFP/tender document	Unit rate
1	Arch File, Big	
2	Alpin Bell 100 g.	
3	Button Folder A4	
4	Binder Clip (25mm/ 32mm/ 19mm)	
5	Brown Tape 1" for Packing	
6	Brown Tape 2" for Packing	
7	Car Log Book (200 pages)	
8	Cartridge 80A	
9	Case Book	
10	Cash Book	
11	Channel file	
12	Clothed Employees 20" x 14" with Print/ A4 size	
13	Cello Tape Big ½"	
14	Cello Tape Big 1"	
15	Cello Tape 2"	
16	C.D.Blank (Moser Baer)	
17	C D Marker	
18	Cloth Duster 24" x 24"	
19	Correction Pen (Faber castle)	

20	Diary Register	
21	Drinking Water Glass	
22	D.V.D. Moser Baer	
23	FAX Xerox Toner (Panasonic) 2030	
24	Fevistick 15 gms.	
25	File Register	
26	4-folder file cover	
27	Gala (for sealing)	
28	Gems Clips, Polycoated	
29	Hi-lighter pen	
30	Issue Register	
31	Knife(Crystal)	
32	Multi chamber folder	
33	Note-sheet pad 100 sheets each	
34	Outward Register	
35	PAD INK	
36	Paper weight	
37	Paper cutting knife	
38	Pencil – Apsara HP (10 in box)	
39	Pencil Battery Duracell AA/AAA	
40	Peon Book	
41	Pin Cushion (Magnetic)	
42	Plastic CD Cover	
43	Polymer Stamp	
44	Post it Flag (3 colours) 3" x 3"	
45	Printer Cartridge 36A. H.P.	
46	Printer Cartridge 88A. H.P.	
47	Printer Cartridge 78A H.P.	
48	Printer Cartridge 305A/410A	
49	Printer Cartridge 411A, 412A, 413A (3 colours)	
50	Printer Cartridge 12A. H.P.	
51	Printer Cartridge 51A. H.P.	
52	Printer Cartridge D109S/XIP Model No.SCX-4300 (SAMSUNG)	
53	Punching Machine Double	
54	Punching Machine (Single)	
55	Register 4 No. (100 pages)	
56	Register 6 No. (150 pages)	
57	Register 8 No. (200 pages)	
58	Roll band 3-5" 100 gms.	
59	Stapler Machine Big 24/6	
60	Stapler Machine No.10 (Ordinary)	
61	Stapler Pin No.10	
62	Stapler Pin 24/6	
63	Stamp Pad Faber castle	
64	Stamp (Sun)	

65	Scissors (Medium)	
66	Sketch Pens (Luxury)	
67	Scale 12" Omega	
68	Scale 12" (Steel)	
69	Shorthand Note Book	
70	Signature Pad	
71	Sign Pen	
72	Tag	
73	Thread Ball (Red & White) 1000	
74	Tube Gum Fevi gum 20 ml.	
77	Use & Throw Pen (Red/ Black/ Blue)	
78	Visiting Cards	
79	Water bottle 1 l (Pearl pet)	
80	White cotton thread	
81	White Board Marker Pen	
82	White Pads with cover (25 sheds)	
83	White Envelopes 11"x7" with print	
84	White Envelopes 11"x7"	
85	White Paper Basket	
86	Xerox Paper HP 85 gms. A4	
87	Xerox Toner (Panasonic DP 8016/DP 8020E, Konica Minolta Bizhub 215)	



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