



GOVERNMENT OF WEST BENGAL
DIRECTORATE OF COMMERCIAL TAXES
14, BELIAGHATA ROAD, KOLKATA – 700015

TENDER NO: DOCT/STRY (CTD)/e-NIT47/2025-26

DATE: 23-07-2025

Name of the Work: E-tender for Purchase of Miscellaneous Goods/Items of Stationery for the Directorate of Commercial Taxes, West Bengal.

Electronic Tenders are invited from eligible, registered, experienced, resourceful and bona fide supplier/distributor/retailer/co-operative society for purchase of miscellaneous goods/ stationery items by the Directorate of Commercial Taxes, West Bengal, as per details given in **Annexure D**.

Interested bidders must go through and review this ‘Notice Inviting Tender’ carefully before submitting bids and ensure that they can meet all the requirements stipulated in this NIT and can achieve the desired objectives of the required supply of goods/ stationery items.

The Tender shall be electronically submitted in the website: <https://wbtenders.gov.in>.

1) e-Tender Schedule:

The schedule which will be followed during this tender process is mentioned below. The Tender Inviting Authority, if required, may extend the deadline for submission of the bids only by issuing a Corrigendum.

| <u>SUBMISSION & OPENING OF TENDER</u> | |
|--|---|
| Publish date & time | 23 rd July, 2025 at 06:00 P.M. |
| Documents download/ sale start date | 23 rd July, 2025 at 06:00 P.M. |
| Pre-bid inspection date and time | 18 th August, 2025 to 29 th August, 2025, 12:00 noon to 03:00 p.m, on working days only. |
| Bid submission start date | 1 st September, 2025 at 11:30 A.M. |
| Last date of submission of e- tender at the website https://wbtenders.gov.in | 19 th September, 2025 at 06:30 P.M. |
| Date of opening of the Technical Bid of Tender: | 22 nd September, 2025 at 11.30 A.M. |
| Date of opening of the Price Bid of Tender: | To be informed later on. |

2) Scope of Supply

The Directorate of Commercial Taxes, West Bengal at 14, Beliaghata Road, Kolkata-700015 intends to purchase miscellaneous goods/ stationery items, as per descriptions and specifications detailed in **Annexure D**, for official use from the supplier/ distributor/retailer/co-operative society selected through the instant e-tender ordinarily as the lowest bidder.

As and when required, the Directorate of Commercial Taxes, West Bengal will place an

indent/purchase order on the lowest bidder selected through e-tender requiring him/her to supply the specified goods/ stationery items within the date and time noted therein. From the bidder's end, maintenance of desirable quality in compliance with the descriptions and specifications of the goods/ stationery items, reasonable pricing, promptness in making supplies and due adherence to the laid down terms and conditions are the essence of this e-tender.

Goods/ stationery items are to be supplied to the satisfaction of the Directorate of Commercial Taxes, West Bengal at 14, Beliaghata Road, Kolkata-700015, or at such other office(s)/locations in and around Kolkata under this Directorate as instructed at the time of placing indents/purchase orders.

3) Eligibility Criteria & Documents required to be submitted by the Bidder

(A) An intending bidder should meet the following eligibility criteria and is required to mandatorily submit and electronically upload valid and up to date self-attested copies of the documents stated hereunder:

- i. Valid trade license at the permanent principal office address in West Bengal (Bidder Information Sheet as per **Annexure -A** in bidder's letterhead is to be filled up, signed & stamped and uploaded).
- ii. Valid PAN card.
- iii. Valid Profession Tax Enrolment Certificate and Profession Tax Registration Certificate (if any), with current Profession Tax Payment Challan/ current Profession Tax Payment Certificate, as applicable in the state of West Bengal.
- iv. Firm/Company incorporation documents (Certificate of Incorporation and Memorandum and Articles of Association for companies and Partnership Deed for partnership firms).
- v. Valid GST Registration Certificate.
- vi. Latest GST Returns Filing Acknowledgements of submission thereof,
- vii. Current Solvency Certificate, **not more than 06 (six) months old, from the date of publication of this NIT**, issued by any nationalised Bank/reputed private Bank for at least **Rs. 30 (thirty) lakhs.**
- viii. Credential Certificate of experience in respect of supplying similar goods/items to offices under any Government establishment or Government Undertaking or any Private organization of repute for at least complete 01 (one) year in between 01.04.2022 and date of publication of this notice.
- ix. Income Tax Returns/Acknowledgements for the three assessment years (AY 2022-2023, AY 2023-2024, AY 2024-2025).
- x. Balance Sheet & Profit & Loss A/c for the last three financial years (FY 2021-2022, FY 2022-2023, FY 2023-2024).

Unrelated documents and documents beyond the stipulated period should not be uploaded.

(B) Disqualifications -

- i) The intending bidder should not be blacklisted by any Government Department/ Organisation/ undertaking during the period between 01.01.2022 and date of publication of this notice.
- ii) Proprietor/Partner/Director of the bidder should not be convicted in any case by any Court of Law.

A **Declaration** in this regard is to be submitted in bidder's letterhead as per **Annexure -B.**

(C) Restrictions on Procurement from a Bidder of a Country which Shares Land Border with India:

- i) A bidder from a country which shares a land border with India will be eligible to bid only if the bidder is registered with the Competent Authority in terms of G.O. No. 202-F(Y) dated 18.01.2021 of Finance Department, Government of West Bengal read with Office Memorandum bearing F. No. 6/18/2019 – PPD dated 23.07.2020 of the Ministry of Finance, Department of Expenditure, Public Procurement Division, Government of India.
- ii) A self-declaration certificate as per **Annexure – C** of this document, is to be filled in and signed by the bidder or its authorised representative in bidder's letter head and be submitted with proper date and stamp. (Where applicable, evidence of valid registration by the Competent Authority should be attached.)

(D) Detailed list of goods/ stationery items to be supplied will be available under Annexure D.

Item wise estimated quantities required in a year or part thereof will be mentioned in the Item List, and they are subject to changes, as necessary. **Each bidder shall have to bid for and be capable of supplying all the listed items. If he/she does not bid for all the items together or offers part-bidding, his/her bid may be summarily rejected.**

4) Earnest Money

The bidder shall be required to deposit Earnest Money of Rs. 30, 000.00 (Rupees thirty thousand only) in Online Mode only [as per Finance Department Memo No: 3975 F(Y) dated 28th July 2016]. Regarding EMD, the notifications issued by the Government from time to time are applicable. By selecting ICICI Bank Payment Gateway the bidder has to pay the EMD amount through net banking and in case of NEFT/RTGS a challan will generate online; in that case the bidder has to pay the EMD at their concerned bank branch through NEFT or RTGS mode. No interest would be paid on EMD at the time of refund.

5) Security Deposit

The successful bidder (L1 bidder) shall be required to furnish Security Deposit in the form of Bank Guarantee from any nationalized Bank / private Bank of repute, issued in favour of the Directorate of Commercial Taxes, West Bengal for an amount of Rs. 1,50,000/- (Rupees one lakh and fifty thousand only) before the issue of Work Order. The same may be released after successful completion of the agreed contract period. The Security Deposit may be forfeited in the event of any breach of terms and conditions or negligence or un-satisfactory performance by the selected bidder. No interest would be paid on Security Deposit.

6) Pre-bid Inspection of Samples:

Some of the goods/items particularly suitable for use by this Directorate will have to be supplied as per specifications in terms of quality, type, model, design, printed matter etc. **Prior to quoting of rates, the intending bidder, at his own responsibility and own expense, is required to inspect the samples of such specified items at Room No. 107, Main Building, Directorate of Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata-700015, between 12 noon to 3 p.m. on any working day from 18.08.2025 to 29.08.2025.**

Any intending bidder or his/her authorized representative willing to inspect the samples of goods/items shall have to furnish, in addition to a letter of authorization, if applicable, self-attested copies of trade licence, P.Tax enrolment certificate and Aadhaar Card/PAN Card of the bidder at the time of inspection. The bidder or his/her authorized representative shall have to

sign a declaration as a proof of his/her attendance for office record. The bidders must also declare that they have fully understood the specifications of the office samples in terms of quality, type, model, design, printed matter etc. and they shall undertake to supply the specified items in due compliance therewith.

The bids of the bidders who have submitted their bids online, but have not physically inspected the Directorate's samples may be liable to be summarily rejected at the technical evaluation stage and the decision of the Tender Committee shall be final and binding in this case.

7) Instructions to Bidders

- a) **Registration of Contractor:** Any bidder/supplier and/or its authorized representative willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-procurement system, through logging onto **<https://wbtenders.gov.in>**.
- b) **Digital Signature Certificate (DSC):** Each bidder/supplier and/or its authorized representative is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website **<https://wbtenders.gov.in>**. DSC is given as a USB e-Token.
- c) Each bidder/supplier and/or its authorized representative can search and download the NIT and Tender Document(s) electronically from computer once he/she logs into the website **<https://wbtenders.gov.in>** using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- d) **Submission of Tenders:** Tenders are to be submitted online through the web site <https://wbtenders.gov.in>, in two folders-i) the Technical Proposal and ii) the Financial Proposal, before the prescribed date & time using the Digital Signature Certificate (DSC). Price(s) is/are to be quoted for each group of goods/items in the spaces as provided in the BoQ. Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).

8) Mode of submission of Bid

All documents and corresponding information are to be obtained, shared and submitted only through e-tender process. **No manual submission of documents, etc. will be entertained. Canvassing in any form by any bidder will be treated as disqualification and may result in rejection of the Bid.**

(A) Technical Bid

- a) Technical bid should contain all the documents like Tender documents along with Annexure, General terms & conditions, Instructions to bidders, self-attested copies of all the documents in support of eligibility etc. All documents must be duly filled in, stamped & signed by the bidder.
- b) **Technical bid should contain 02 (two) covers (folders) -1) Statutory Cover & 2) Non-Statutory Cover.**
- c) Statutory Cover should **only** contain – (1) NIT, (2) EMD payment/exemption document, (3) Bidder Information Sheet in Annexure A, Declaration in Annexure B, and Self-declaration Certificate in Annexure C and Details of goods / stationery items to be supplied in Annexure D. **No other documents are to be included in this cover.**

- d) Non-Statutory Cover should contain all other mandatory documents as mentioned in **Point No. 3.** Legible photocopies of all documents duly attested by the bidder or his/her authorized representative are to be submitted.
- e) **Uploading of extra unrelated document is strictly discouraged. Intending bidders are advised to upload the required valid and current documents only, in a proper sequence. A particular document is to be uploaded in the respective cover once only.**
Bidders are instructed to exercise due care so that they do not upload any document multiple times.
- f) Only one set of tender document duly signed & stamped on each page by the bidder or his/her authorized representative shall be electronically submitted. Bidders should specifically note that all pages of tender document are to be electronically submitted by them as a part of their offer. **Price should not be mentioned by them anywhere in the technical bid portion of offer.**
- g) Each bidder should submit a single bid. In case of submission of multiple bids by any individual bidder, all such bids shall not be considered for evaluation and shall be summarily rejected.

(B) Financial Bid

The Financial Bid should contain **Bill of Quantities (BOQ)** in one cover (folder). The bidder/supplier or his/her authorized representative is to quote the rates for all the items together as per **Annexure D** online through computer in the space marked for quoting rates in the BOQ after downloading the prescribed format from the website.

Bidders should submit their price bids in Indian Rupee, up to two decimal places only, for all the relevant fields/ respective cells of the B.O.Q. format. Incorrect price bids are liable for rejection.

Price of goods/ stationery items per unit, description and specification wise, should be quoted including packing, loading-unloading, printing, delivery and other incidental charges, but excluding applicable taxes, both in figures as well as in words.

In case of discrepancy between the price quoted in figures and that in words, the lower will be accepted as the offered rate.

In no case shall the quoted price, plus applicable taxes, for an item be higher than the printed maximum retail price (M.R.P.), if any. If quoted price of any item plus applicable taxes is found to be higher than the M.R.P. for any bid submitted by the finally selected bidder, it shall be deemed that the submitted bid for that item is M.R.P. minus the applicable taxes.

Any attempt to digitally tamper with the contents of the protected cells of the BoQ shall be construed as an attempt to manipulate the tender process, and any such case, if detected, shall render the bidder's offer to be summarily rejected.

9) Terms & conditions

- a) Multiple bids by a single bidder shall not be accepted.
- b) Joint ventures will not be entertained.
- c) There will be no sub-letting of the Contract.

d) Each of the bids shall be evaluated as per the criteria and requirements specified in this NIT.

e) Misleading or false representations of any nature in any document(s)/ certificate(s)/ Annexure(s) submitted as proof of the qualification/requirements will result in rejection of the Bid.

f) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to accept or reject any or all offers without assigning any reason thereto and its decision in the matter of evaluation of bids shall be final and binding. In addition, the Directorate of Commercial Taxes, Govt. of West Bengal shall not entertain any correspondence by any means whatsoever from bidders in this matter.

g) The goods/ stationery items to be supplied must be of good quality.

h) The intending bidders should clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding is reimbursable and the Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to reject any or all the bid(s) without assigning any reason thereto and/or not to place any indent/purchase order even after selection and is not liable for any cost/damages that might have been incurred by any bidder at any stage of bidding.

i) The quoted rate must be valid for a period of **02(two)** years from the date of opening of the tender. If any bidder quotes rates for validity shorter than the required period, the same will be treated as unresponsive and will be summarily rejected. No request from the bidder/supplier for upward revision of price(s) of any or all the goods/items during the said period of 02(two) years shall be entertained in any case.

In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit (EMD) shall be forfeited without assigning any reason thereof. The bidder should also, upon mutual agreement, be ready to extend the period of validity of his quoted price schedule for any/all the goods/items, if required, without changing any terms, conditions etc. of their original offer.

j) Tenders with incomplete/ incorrect information, subjective and conditional offers as well as partial offers will be liable for rejection.

k) Tenders with variance / contradiction between Technical Bid and Financial Bid will also be liable for rejection. Further, tenders submitted without any of the mandatory statements/ documents / annexure of the bidders are liable for rejection.

l) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to call for any document/ clarification/ explanation from bidder, if felt necessary in the process of tender evaluation.

m) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to divide the contract amongst any number of bidders, if necessary.

n) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest bidder or any of the other bidders to ascertain the suitability of the acceptable offer.

o) In case of tie among the lowest bidders the provisions of Memorandum No.2320 – F(Y) dated 07.06.2022 of Finance Department, Government of West Bengal would be followed.

p) The lowest bidder shall have to submit hard copies of the documents, uploaded at the time of submission of bid, along with acceptance letter to the Tender Inviting Authority. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with accordingly as per provisions of law including blacklisting of the bidder.

q) **After selection of the lowest bidder through due process and before award of contract in favour of the lowest bidder, he/she shall deposit one sample for each of the customized items from his end for inspection of quality and compliance with other specifications by the Directorate of Commercial Taxes, West Bengal. The contract may be issued in favour of the lowest bidder only if his/her samples meet the desired quality, customization and specification. No cost of the samples will be reimbursed. The samples so furnished by the lowest bidder will be retained by the Directorate of Commercial Taxes, West Bengal for future reference.**

r) If at any stage before or after the award of contract in favour of the lowest bidder/supplier, upon verification of the credentials and /or other documents of the lowest bidder, it is found that the document(s)/self-declaration submitted by such bidder is/are incorrect / false / fabricated / manufactured, the order of supply will not be issued in favour of such bidder under any circumstances, or may be withdrawn at any stage of the contract subsequently.

s) The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right not to award any contract for the supply of goods/items as mentioned in this NIT even after selection of the successful bidder.

t) The agency selected for engagement shall have to enter into a formal agreement with the Directorate of Commercial Taxes, West Bengal.

u) The contract shall initially be for 01(One) year, which may be extended by further period(s) of one year at a time, if considered necessary. The authority holds the right to terminate the contract for breach/ violation of terms and conditions by the selected bidder at any time without any notice or assigning any reason and in addition can blacklist the agency. The selected bidder may terminate the contract by giving three (03) months' prior notice in writing.

v) The selected bidder shall be responsible for compliance with all applicable Laws/Acts in force in India.

w) Any delay, negligence or lapse on the part of the selected bidder in making timely supply of goods/items to the Directorate of Commercial Taxes, West Bengal, or any lapse in discharging due statutory obligations under related statutes, including regular submission of GST returns, payment of GST and other applicable taxes, shall be dealt with seriously which may result in termination of the contract along with penal actions as per provisions of the Law. If the bidder's/supplier's GSTIN is suspended or cancelled through any interim period after award of contract to the selected bidder/supplier, no indents/purchase orders shall be placed on the bidder, and the Directorate will be at liberty to terminate the contract with the said bidder on and from such date as it deems proper and place indents/purchase orders on any other person instead in compliance with extant legal provisions.

x) The Directorate of Commercial Taxes, Govt. of West Bengal shall not be responsible for any sort of breakage, damage or loss of the requisitioned goods/items while those are in transit from the bidder's/supplier's end. The bidder/supplier shall ensure that the goods/ stationery items being supplied have been received by the Directorate of Commercial Taxes, West Bengal to the latter's fullest satisfaction as to the quantity, quality etc. of the goods/items.

y) **If any defective goods are supplied by the selected bidder/supplier, those are to be immediately replaced by him with the goods of desired quality, quantity etc., at his own cost, risk and responsibility. Moreover, the bidder/supplier shall have to supply the requisitioned goods/items within due date and time of delivery. Otherwise, penal action which may extend up to termination of contract and/or forfeiture of security deposit and/or blacklisting may be taken, after giving the bidder/supplier a reasonable opportunity of being heard.**

10) Opening & Evaluation of Tender:

- i) 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 or in case of exigent circumstances or conditions of force majeure, the bid shall be opened at the specified time and location on the next working day, or on a suitable subsequent date as immediately as possible. The Tender Inviting Authority also reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.
- ii) Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. Non-submission and/or incomplete submission of any of the requisite and valid supporting document(s)/documentary evidence/Annexure(s) during online submission of bid may result in rejection of the bid at the Technical Evaluation stage. Summary list of technically qualified bidders will be uploaded online.
- iii) Financial bids, only in respect of those bidders whose bids are found technically acceptable, will be opened on the scheduled date and time. The decision of the Directorate of Commercial Taxes, Govt. of West Bengal in this regard, shall be final and binding.
- iv) Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Committee.
- v) During evaluation, the Tender Committee may summon the bidders and seek clarification/information or additional documents or original hardcopy of any of the documents already submitted electronically and if these are not produced within the stipulated time frame, their bids will be liable for rejection.

11) Raising of invoices/bills by the bidder/supplier

Tax Invoices/ Bills for the said supplies made will have to be raised on monthly basis for a calendar month or part thereof, as the case may be, and are required to be submitted within the next month. No advance payment will be made.

12) Rejection of Bid: In addition to any other condition on rejection of a bid mentioned elsewhere in this notice, the Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to reject any / or all the bid(s) prior to the issuance of Work Order, without assigning any reason thereto and / or not to place any Work Order even after selection and is not liable for any cost that might have been incurred by any bidder at any stage of bidding. Tenders with incomplete / incorrect 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 also be liable for rejection. Further, Tenders submitted without any of the mandatory statements/ documents/ annexure(s) of the bidders are liable for rejection.

The Directorate of Commercial Taxes, Govt. of West Bengal reserves the right to divide the contract amongst any number of bidders, if required so and it does not bind itself to accept the lowest rate.

Sd/-
Special Commissioner (Admin.)
Commercial Taxes, W.B.
&
Tender Inviting Authority

Annexure - A
(Bidder Information Sheet)

(To be submitted on bidder's letter head duly signed & stamped by bidder/authorized signatory)

With reference to Tender No. _____ Dated _____,
I/we do hereby confirm that I/we have read the NIT/Bid documents carefully and accept all the terms, conditions and instructions as stipulated in the NIT/Bid documents.

I/we do hereby submit all the necessary information as mentioned below.

General Details of Bidder

1. Name of the Organisation: _____
2. Type of Organisation (Proprietorship / Partnership/ Company etc.): _____
3. Name of the Proprietor/Partners/Directors (as applicable): _____

4. Registered Office Address in West Bengal: _____

5. Telephone Number (Office): _____
6. Mobile Number: _____
7. E-mail ID: _____
8. PAN No.: _____
9. GST Registration No.: _____
10. Profession Tax Enrolment No.: _____

Details of Individual(s) who will serve as Point of Contact/ Communication for the Bidder

1. Name: _____

2. Designation: _____

3. Address: _____

4. Telephone No./ Mobile No.: _____

5. E-mail ID: _____

Detailsof the Authorised Signatory on behalf of theBidder

1. Name: _____

2. Designation: _____

3. Address: _____

4. Telephone No./Mobile No.: _____

5. E-mail ID: _____

Name: _____

Full Signature: _____

In the capacity of (Designation): _____

Duly authorised to sign for and on behalf of : _____
(Name of Organisation)

Date: _____

Official Stamp:

Annexure – B

(Declaration)

(To be submitted on bidder's letter head duly signed & stamped by bidder/ authorized signatory)

A] With reference to Tender No. _____, dated _____, I, _____ on behalf of M/s _____ (name of the bidder) do hereby declare that I have gone through all the provisions of NIT (including subsequent Addenda/ Corrigenda and other documents) and clearly understood the implication so far those provisions and I am submitting my/ our bid accepting all the provisions of said NIT (including subsequent Addenda/ Corrigenda and other documents).

B] I, _____ on behalf of M/s _____ (name of the bidder) do hereby declare that no additions/ deletions/ correction have been made in the downloaded tender document and the tender document submitted by M/s. _____ (name of the bidder) is identical to the one appearing in the procuring entity's portal.

C] I, _____ on behalf of M/s _____ (name of the bidder) do hereby declare that M/s. _____ (name of the bidder) is not blacklisted/ debarred by any Government department/ Public Sector Undertakings/ Other Government Agencies for which we have executed/ undertaken the works/ services during the last 03 (three) years. Neither the Firm nor the proprietor / any of its Directors / any of its constituent partners as the case may be, has ever been convicted in any case by any Court of Law.

D] I, _____ on behalf of M/s. _____ (name of the bidder) do hereby declare that M/s _____ (Name of the agency) has satisfactory past record of compliance of all statutory applicable Labour/ Financial Laws in its favour and has no adverse record nor is a defaulter of statutory liabilities including provisions of EPF and ESIC.

I, hereby, further declare that all the above information declared hereinabove, is true to the best of my knowledge and belief and in the event of any of the above information is found to be false at a later stage, by the Procuring Entity (The Directorate of Commercial Taxes, West Bengal), the Procuring Entity shall be at liberty to take any action as deemed fit at my/ our sole risk and cost.

Signature of Bidder/ Authorized representative

Designation

Name of the Organisation with Seal

Date:

Annexure-C
(Self-declaration Certificate)

(To be submitted on bidder's letter head duly signed & stamped by bidder/authorized signatory)

Ref: TenderNo.- _____ dated _____

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder M/s....."

(a) is not from such a country,

Or,

(b) if from such a country, has been registered with the Competent Authority.

(Where applicable, evidence of valid registration by the Competent Authority shall be attached.)

(Strike out whichever of the above two clauses is not applicable)

I hereby also certify that this bidder M/s..... fulfils all

Requirements in this regard and is eligible to be considered.

(Signature of the Bidder/Authorised Representative)

Name:

Date:

Seal:

ANNEXURE-D

[The Directorate of Commercial Taxes, West Bengal at 14, Beliaghata Road, Kolkata-700015 intends to purchase miscellaneous goods/ stationery items, as per descriptions and specifications detailed below.]

| <u>Sl.</u> | <u>Name & Specification</u> | <u>Estimated Quantity per Year</u> | <u>Unit</u> |
|------------|--|--|-------------|
| 1 | Toilet Freshener Cubes [Good Quality White Solid Cubes, (12 piece X 25 gm)=300 gm per box] | 3,000 | box |
| 2 | Acid (Muriatic) for Toilet [500ml bottle, Good Quality] | 2,000 | bottle |
| 3 | Bathroom Air Freshener Pockets [Good Quality, 10 gm per piece] | 100 | piece |
| 4 | Battery for UPS (12V, 12Ah) [Good Quality] | 100 | piece |
| 5 | Battery for UPS (12V, 7.5 Ah) [Good Quality] | 400 | piece |
| 6 | Battery (AA) [Good Quality] | 500 | piece |
| 7 | Battery (AAA) [Good Quality] | 500 | piece |
| 8 | Diary (For Assistant Commissioners of Revenue) [21 cm X 17cm, 200 Page Leaves i.e. 400 Pages, Good Quality Paper & binding], As Per Sample | 100 | piece |
| 9 | Diary (For State Tax Officers) [32.5 cm X 20cm, 200 Page Leaves i.e. 400 Pages, Good Quality Paper & binding], As Per Sample | 600 | piece |
| 10 | Envelope (Small) [15.5 cm X 10.5 cm, Good Quality Paper], As Per Sample | 1,00,000 | piece |
| 11 | Envelope (Medium) [26 cm X 12.5cm, Good Quality Paper], As Per Sample | 1,50,000 | piece |
| 12 | Envelope (Big) [42 cm X 31.5cm, Good Quality Paper], As Per Sample | 10,000 | piece |
| 13 | Envelope (Window) [26 cm X 12.5cm, Good Quality Paper], As Per Sample | 1,00,000 | piece |
| 14 | File Cover (Brown) [Cloth-bound, 38.5cm X 27cm, Printed, Good Quality], As Per Sample | 70,000 | piece |
| 15 | File Cover (Green, for Assessment) [Cloth-bound, 38.5cm X 27cm, Printed, Good Quality], As Per Sample | 80,000 | piece |
| 16 | File Cover (Yellow, for Profession Tax) [Cloth-bound, 38.5cm X 27cm, Printed, Good Quality], As Per Sample | 40,000 | piece |
| 17 | File Cover (GST Audit) [Cloth-bound, 38.5cm X 27cm, Printed, Good Quality], As Per Sample | 5,000 | piece |
| 18 | Plastic Envelope File for Training Purpose [with Button & Back Pocket, Printed, 36 cm X 26 cm, Good Quality], As Per Sample | 200 | piece |
| 19 | Forms (Asset Declaration) [W.B. Form No. 34A], As Per Sample | 5,000 | piece |
| 20 | Note Sheet [Legal Size paper, Good Quality], As Per Sample | 50,000 | piece |
| 21 | Order Sheet [W.B. Form No. 270, Good Quality paper], As Per Sample | 1,50,000 | piece |
| 22 | Pad (For Official use of the Commissioner, Commercial Taxes, W.B.) [100 GSM Executive Bond Paper, Printed 25 Page Leaves/ Sheets per Pad], As Per Sample | 10 | piece |
| 23 | Pad (For Official use of Special Commissioners, Commercial Taxes, W.B.) [100 GSM Executive Bond Paper, Printed 25 Page Leaves/ Sheets per Pad], As Per Sample | 60 | piece |
| 24 | Pad (For Official use of Additional Commissioners, Commercial Taxes, W.B.) [100 GSM Executive Bond Paper, Printed 25 Page Leaves/ Sheets per Pad], As Per Sample | 100 | piece |
| 25 | Pad for Training Purpose [24.5 cm X 18.5 cm, Printed Cover, Spiral Bound, Ruled, 40 pages, 75 GSM Paper], As Per Sample | 800 | piece |
| 26 | Poker [Wooden Handle, Good Quality], As Per Sample | 1,000 | piece |
| 27 | Register-01 [For Receiving, 33.5 cm X 21 cm, 200 Page Leaves i.e. 400 Pages, Good Quality Paper & Binding], As Per Sample | 250 | piece |
| 28 | Register-02 [For Issue, 33.5 cm X 21 cm, 200 Page Leaves i.e. 400 Pages, Good Quality Paper & Binding], As Per Sample | 250 | piece |
| 29 | Register [Ruled, 32.5 cm X 20 cm, 100 Page Leaves i.e. 200 Pages, Good Quality Paper & Binding], As Per Sample | 300 | piece |
| 30 | Register [Ruled, 32.5 cm X 20 cm, 200 Page Leaves i.e. 400 Pages, Good Quality Paper & Binding], As Per Sample | 250 | piece |

| Sl. | Name & Specification | Estimated Quantity per Year | Unit |
|-----|---|--------------------------------|--------|
| 31 | Register [Ruled, Big, 43.5 cm X 35 cm, 200 Page Leaves i.e. 400 Pages, Good Quality Paper & Binding], As Per Sample | 20 | piece |
| 32 | Refund Payment Order Book [Printed W.B. Form No. 1182D, 50 Page Leaves, 35 cm X 11 cm, Good Quality Paper & Binding], As Per Sample | 100 | piece |
| 33 | Service Book [Printed W.B. Form No. 2620, Good Quality], As Per Sample | 1,000 | piece |
| 34 | Visitor's Slip Pads [Printed, 100 Page Leaves, 27 cm X 10.5 cm, Good Quality], As Per Sample | 10,000 | piece |
| 35 | White Cotton Tape [Good Quality], As Per Sample | 2,500 | roll |
| 36 | File Flap [Good Quality], As Per Sample | 10,000 | piece |
| 37 | Scrubber [4" X 6" with handle, Good Quality], As Per Sample | 700 | piece |
| 38 | Table Cover [Green Fabric, Size 6 ft. X 4 ft., Good Quality, As per Sample] | 50 | piece |
| 39 | Arch File [A4 size, Good Quality] | 100 | piece |
| 40 | File Tag (Small) [7.5 inch, Good Quality] | 2,000 | bundle |
| 41 | Photocopier Paper (A4) [75 GSM, Good Quality] | 7,000 | ream |
| 42 | Photocopier Paper (Legal) [75 GSM, Good Quality] | 500 | ream |
| 43 | Paper (Demy) [75 GSM, Good Quality] | 200 | ream |
| 44 | Stamp Pad [8.8 cm X 5.4 cm, Good Quality] | 800 | piece |
| 45 | Stamp Pad [11 cm X 6.9 cm, Good Quality] | 200 | piece |
| 46 | Stamp Pad Ink [60 ml Bottle, Blue, Good Quality] | 200 | piece |
| 47 | Pen Drive [32 GB, Good Quality] | 200 | piece |
| 48 | Stapler Machine [52 mm, Good Quality] | 250 | piece |
| 49 | Stapler Machine [64 mm, Good Quality] | 150 | piece |
| 50 | Stapler Pin [10-1M, Good Quality] | 1,800 | box |
| 51 | Stapler Pin [24/6-1M, Good Quality] | 700 | box |
| 52 | Bleaching Powder [25 kg bag, Good Quality] | 30 | bag |
| 53 | Bathroom Cleaning Liquid (Red) [500ml. Bottle] | 1,000 | bottle |
| 54 | Toilet Cleaning Liquid (Blue) [500ml. Bottle] | 1,000 | bottle |
| 55 | Liquid Hand Wash Dispenser Pump Bottle [200 ml. Bottle, Good Quality] | 500 | piece |
| 56 | Liquid Hand Wash Dispenser Pump Bottle [70 ml. Bottle, Good Quality] | 200 | piece |
| 57 | Liquid Hand Wash Refill Pack [650 ml per pack] | 300 | piece |
| 58 | Soap [50 gm, Good Quality] | 4,000 | piece |
| 59 | Plain White Candle (Wax) [10 inch Size, Good Quality] | 500 | piece |
| 60 | Calculator [12-digit Display, Digital, Good Quality] | 120 | piece |
| 61 | Transparent Adhesive Tape [1 inch Good Quality] | 800 | piece |
| 62 | Transparent Adhesive Tape [2 inch Good Quality] | 200 | piece |
| 63 | Citronella Oil [500ml. Bottle, Good Quality] | 50 | bottle |
| 64 | Paper clips [U-Clips/ Gem Clips, Stainless Steel, 30 mm, 100 piece per pack, Good Quality] | 600 | packet |
| 65 | Paper clips [U-Clips/ Gem Clips, Plastic-coated, 30 mm, 100 piece per pack, Good Quality] | 400 | packet |
| 66 | Clip (Binder) [25 mm, 12 piece pack, Good Quality] | 400 | packet |
| 67 | Clip (Binder) [51 mm, 12 piece pack, Good Quality] | 100 | packet |
| 68 | Clock (Wall) [32 cm, round shape, Good Quality] | 30 | piece |
| 69 | Glass & Surface Cleaner [500ml in dispenser bottle, Good Quality] | 120 | piece |
| 70 | Glass & Surface Cleaner [1lt. in dispenser bottle, Good Quality] | 80 | piece |
| 71 | Porcelain Cup-Plate Set [Good Quality] | 100 | set |
| 72 | Designation Plate [Plastic/ Fiber, 5" X 10", 2 mm thickness, Good Quality], and Printing on Designation Plate As per Order [Average 50 Letters per Plate, Good Quality Printing] | 60 | piece |
| 73 | Name Plate [Plastic/ Fiber, 2" X 10", 2 mm thickness, Good Quality], and Printing on Name Plate As per Order [Average 20 letters per plate, Good Quality Printing] | 60 | piece |
| 74 | Name & Designation Plate [Brass, 6" X 12", 1 mm thickness, Good Quality], and Printing on Name & Designation Plate (Brass) As per Order [Average 70 letters per plate, Good Quality Printing] | 10 | piece |

| Sl. | Name & Specification | Estimated Quantity per Year | Unit |
|-----|---|--------------------------------|--------|
| 75 | Duster [2ft. X 2ft., Check Pattern, Cotton, Good Quality] | 2,500 | piece |
| 76 | Dustbin [Plastic, 10 ltr., Without Lid, Good Quality] | 800 | piece |
| 77 | Dustbin [Plastic, 20 ltr., Without Lid, Good Quality] | 200 | piece |
| 78 | Eraser [small, Good Quality] | 1,000 | piece |
| 79 | Pencil [Wooden, 2B/Extra Dark, Good Quality] | 1,000 | piece |
| 80 | Liquid Gum [50 ml Bottle with Nozzle, Good Quality] | 500 | piece |
| 81 | Liquid Gum [100 ml Bottle with Nozzle, Good Quality] | 60 | piece |
| 82 | Liquid Gum [500ml. Bottle, Good Quality] | 40 | piece |
| 83 | Kettle (Electric) [1ltr., Good Quality] | 60 | piece |
| 84 | Knife [Stainless Steel, Good Quality] | 500 | piece |
| 85 | Lock with key [6 lever, Good Quality] | 50 | piece |
| 86 | Lock with key [7 lever, Good Quality] | 50 | piece |
| 87 | Lock with key [8 lever, Good Quality] | 50 | piece |
| 88 | Mop (Cotton) with Handle [Good Quality] | 1,000 | piece |
| 89 | Mosquito Repellent Machine [Good Quality] | 600 | piece |
| 90 | Mosquito Repellent Oil [45 ml X 2 Pieces Pack, Compatible with Supplied Machine, Good Quality] | 700 | pack |
| 91 | Naphthalene Ball [500 gm packet, Good Quality] | 100 | packet |
| 92 | Phool Jharu [Good Quality] | 500 | piece |
| 93 | Glass Paper Weight [Flat & Round in Shape, Good Quality] | 2,500 | piece |
| 94 | Pen (Reusable) [Ball Pen, Good Quality] | 1,500 | piece |
| 95 | Pen (Reusable) [Gel Pen, Good Quality] | 500 | piece |
| 96 | Pen (White Board) [Good Quality] | 200 | piece |
| 97 | Pen (Permanent Marker) [Thick-tipped, Good Quality] | 1,600 | piece |
| 98 | Pen (Permanent Marker) [Fine-tipped, Good Quality] | 400 | piece |
| 99 | Pen (Highlighter) [Good Quality] | 2,000 | piece |
| 100 | Pen (Correction Ink) [Good Quality] | 2,000 | piece |
| 101 | Pen (Sketch) [12-colour packet, Good Quality] | 400 | packet |
| 102 | Pen (Use & Throw) [Good Quality] | 5,000 | piece |
| 103 | Plastic Pen Stand [Good Quality] | 100 | piece |
| 104 | Phenyl (White) [5ltr. Jar, Good Quality] | 500 | jar |
| 105 | Punching Machine [Single Hole, Good Quality] | 300 | piece |
| 106 | Punching Machine [Double Hole, Good Quality] | 100 | piece |
| 107 | Room Freshener [220 ml, Good Quality] | 500 | piece |
| 108 | Official Rubber Stamp [Plastic/Fiber, Average 4 (four) Lines per Stamp, As per Order, Good Quality] | 170 | piece |
| 109 | Official Rubber Stamp [Self-inking, Average 4 (four) Lines per Stamp, As per Order, Good Quality] | 20 | piece |
| 110 | Scale [Plastic, 12 inch, Good Quality] | 600 | piece |
| 111 | Scale [Plastic, 18 inch, Good Quality] | 400 | piece |
| 112 | Sealing Wax Sticks, Red Lac [8 Sticks per Pack, 400 gm Pack, Good Quality] | 500 | pack |
| 113 | Scissors [8 inch, Stainless Steel, Good Quality] | 500 | piece |
| 114 | Sharpener [Good Quality] | 1,000 | piece |
| 115 | Sticky Note [Multicolour, Size: 2.5 cm X 7.6 cm, Count: 3 X 100 per Packet, Good Quality] | 1,000 | packet |
| 116 | Towel (Big) [60 inch X 30 inch, Cotton, Good Quality] | 200 | piece |
| 117 | Towel (Small) [24 inch X 16 inch, Cotton, Good Quality] | 200 | piece |
| 118 | Tray (Plastic, Solid) [16 inch X 12 inch X 3.5 inch , Good Quality] | 300 | piece |
| 119 | Dishwasher Gel [250 ml Bottle, Good Quality] | 20 | piece |

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e- procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e- procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

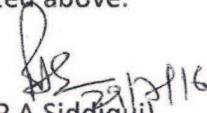
- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.

- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
- EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L₁ bidder.
 - EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.
- In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

- The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.


(P A Siddiqui)

Secretary to the
Government of West Bengal
Finance Department