

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

TENDER NOTICE NO. STATIONERY -1/2015

Sealed Quotations are invited by the Commissioner, Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata- 15 from reputed and interested supplier (including all registered Co-operative Societies) of all types of stationery articles, conservancy articles & computer consumables (all branded) for the financial year 2015-16. Parties having turnover of Rs. One (01) Crore or above in a year are eligible for participation.

The Quotations should be of two Bid System as :

- a) The technical Bid consisting of all technical details along with Commercial Terms and Conditions which will include the following :-
- Income Tax Pan Copy .
 - Profession Tax Challan showing up to date payment of Profession Tax.
 - Copy of valid Trade License issued by Municipalities or Panchayatas .
 - Copy of acknowledgement of Income Tax Return submitted for the last financial year
 - Earnest Money Deposit in the form of FDR / NSC pledge in favour of Commissioner , Commercial Taxes, West Bengal .
 - Credential Certificate from various agencies / Govt. for successful supply of good quality articles .
 - Audited financial A/c (a) Trading and Profit Loss A/c and (b) Balance Sheet .
- b) Financial Bid indicating item-wise price for the item mentioned in the Tender Notice in website .

The Technical Bid and the Financial Bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed . The technical bids shall be opened by the purchasing department / office at the first instance and evaluated by a competent committee or authority . At the second stage , financial bids of only the technically acceptable offers should be opened for furnishing value and ranking before finalization and awarding of the contract . After evaluation the lowest rate (L1) financial bid from among the technically qualified bidders shall be accepted .

The Quotations should be addressed to the Commissioner, Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata-15 and be submitted on any working day in the *drop box* placed on the ground floor of main building with necessary labelling , up to 4:00 p.m. on or before 16.03.2015 and it will be opened on 17.03.2015 at 11=00 A.M. in presence of the participants of the tender.

Rates will be quoted freshly in English , No erasing or over writing will be allowed . Each page of the Tender Form containing list of items duly filled in , should be signed by the Authorised Signatory with Company Seal .If selected , his rate for a particular article should not be elevated in any reason in the currency of the period .

Details of Items cum Tender Form with Terms & Conditions can be obtained from the Directorate's Website www.wbcomtax.gov.in . The Commissioner Commercial Taxes , West Bengal reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever and no correspondence in this regard shall be entertained.

Decision of the authority will be final & no appeal or request whatsoever will be entertained.

If any clarification is sought, the same may be e-mailed to narayan.ctd-wb@nic.in within 14.03.2015 .

It is to be noted that all clarification and reply will be published at the official website of the Commercial Taxes Directorate (www.wbcomtax.gov.in).


For Commissioner

Commercial Taxes, West Bengal

Date...18 FEB 2015

Endt. No. 2380(4)ET /2M--20/14

Copy forwarded to the:-

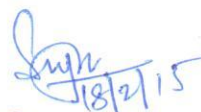
- I. S. D. for information and for publishing in the official website of the Directorate and official website of The Government of West Bengal.
- Notice Board
- Public Relation Section for publication in 03 (three) daily newspapers (English/Bengali/Hindi).
-Co-operative Societies .


For Commissioner

Commercial Taxes, West Bengal

Terms and conditions in respect of tenders for supply of stationary articles etc.

1. The tender is valid for the financial year 2015-16. It may be extended for further period if considered necessary.
2. Parties having turnover of business more than one crore rupees in a year are eligible for participating in the tender.
3. Rate will be quoted against each items as per item lists available in the website in English in figures. No erasing or overwriting will be allowed.
4. All items related to computer peripherals should be of branded ones.
5. Attested Xerox copies of valid trade licence, PAN Card Copy, I.T. Clearance Certificate, last three (3) years turnover certificate from Chartered Accounts Firms needed to be enclosed with the tender.
6. Each page of the Tender Form will be signed by the Authorised Signatory with company seal.
7. Tender will be submitted in sealed envelope addressed to the Commissioner, Commercial Taxes, West Bengal, 14, Beliaghata Road, Kolkata- 15 superscribing the words "Tender for stationary articles etc. for the financial year 2015-16".
8. Tender will be dropped in drop box placed in the ground floor of the Main Building of the Directorate Office between 11 a.m. to 4 p.m. from 20/02/2015 to 16/03/2015.
9. Tenders will be opened on 17/03/2015 at 11-00 A.M. publicly.
10. Decision of the authority will be final in accepting /rejecting any tender or part thereof. No appeal/request whatsoever will be entertained.
11. Earnest Money of Rs. 25,000/- should be deposited in the Form of FDR/NSC to be pledged in favour of Commissioner, Commercial Taxes, W.B. , which may be converted as security deposit in case of selected bidder.
12. After selection, ordered articles should be delivered within 48 hours of receipt of order. Supply should be made as per sample.
13. Successful bidder (s) shall have to deposit a sum of Rs. 25,000/- only in the form of Fixed Deposit Receipt /NSC to be Pledged in favour of Commissioner, Commercial Taxes, W.B. the same be refunded on completion of at least 95% of supply of order(s) quantity, including extended period if allowed.



For Commissioner,

Commercial Taxes, West Bengal

(A) THE STATIONERY ARTICLES

<u>SL No</u>	<u>Name of the Articles</u>	<u>Rate Per Unit</u>
<u>1</u>	Soap	
<u>2</u>	Duster	
<u>3</u>	Car Duster	
<u>4</u>	White Cotton Tape	
<u>5</u>	Cello Tape	
<u>6</u>	Pin	
<u>7</u>	Gems Clip	
<u>8</u>	Paper Weight	
<u>9</u>	Gum Tube	
<u>10</u>	Bottle Gum	
<u>11</u>	Stapler Medium size	
<u>12</u>	Stapler Small size	
<u>13</u>	Stapler's Pin (Medium Size)	
<u>14</u>	Stapler's Pin(Small Size)	
<u>15</u>	Vim Powder	
<u>16</u>	Fevi Kwick	
<u>17</u>	Fevi Stick	
<u>18</u>	Dendrite	
<u>19</u>	Brown Tape	
<u>20</u>	Detergent Powder(Ariel)	
<u>21</u>	Short-hand Note-book	
<u>22</u>	Pencil	
<u>23</u>	Pencil Cutter	
<u>24</u>	Type Paper	
<u>25</u>	Type Ribbon	
<u>26</u>	Type Eraser	
<u>27</u>	Pencil Eraser	
<u>28</u>	Carbon Paper Black	
<u>29</u>	Carbon Paper Blue	
<u>30</u>	Eraz-Ex	
<u>31</u>	Correction Fluid	
<u>32</u>	Stencil Paper	
<u>33</u>	Letter Writing Pad	
<u>34</u>	Stencil Plate	
<u>35</u>	Self Adhesive Notes	
<u>36</u>	Addl. CCT'S Pad	
<u>37</u>	Spl. CCT'S Pad	
<u>38</u>	Ordinary Pen	
<u>39</u>	Jetter Pen	
<u>40</u>	Agni Gel Pen (Use & Throw)	
<u>41</u>	Fountain Pen	

<u>SL. NO.</u>	<u>Name of the Articles</u>	<u>Rate Per Unit</u>
<u>42</u>	Fountain Pen Ink	
<u>43</u>	Jetter Refill	
<u>44</u>	Hi-Tech Pen	
<u>45</u>	Hi-Tech Pen Ink	
<u>46</u>	Photo-Marker Pen	
<u>47</u>	Two-Mouth Pen	
<u>48</u>	Pen Victor	
<u>49</u>	Sketch Pen	
<u>50</u>	OHP Marker Pen	
<u>51</u>	White Board Marker Pen	
<u>52</u>	Stylus Pen	
<u>53</u>	Renold's Trimax Pen	
<u>54</u>	Permanent Marker Pen	
<u>55</u>	Gel Pen	
<u>56</u>	Gel Refill	
<u>57</u>	National Flag	
<u>58</u>	Knife	
<u>59</u>	Scissors	
<u>60</u>	Poker	
<u>61</u>	File Tag Small	
<u>62</u>	File Tag Big	
<u>63</u>	Scale	
<u>64</u>	Dettol	
<u>65</u>	Cotton Pad	
<u>66</u>	Basket	
<u>67</u>	Punching Machine	
<u>68</u>	File Tray	
<u>69</u>	Candle Stick	
<u>70</u>	Lock & Keys	
<u>71</u>	Sponge Cup	
<u>72</u>	Pin Cushion	
<u>73</u>	Metal Clip	
<u>74</u>	Pen Stand	
<u>75</u>	Desk Memo Refill	
<u>76</u>	Desk Memo Stand	
<u>77</u>	Stamp Pad	
<u>78</u>	Stamp Pad Ink	
<u>79</u>	Board Pin	
<u>80</u>	Adding Machine Roll	
<u>81</u>	Jute Thread	
<u>82</u>	Foot Mat	
<u>83</u>	Nylon Bag	
<u>84</u>	Glass for Drinking Water	
<u>85</u>	Cup & Dish	
<u>86</u>	Binder's Clip	
<u>87</u>	Flat File	
<u>88</u>	Auto Clip File	

<u>SL. NO.</u>	<u>Name of The Articles</u>	<u>Rate Per Unit</u>
<u>89</u>	Dutch File	
<u>90</u>	Guard File	
<u>91</u>	Table Glass	
<u>92</u>	Fax Roll	
<u>93</u>	Room Freshener	
<u>94</u>	Adding Machine	
<u>95</u>	Calling Bell(Table)	
<u>96</u>	Duplicating Paper	
<u>97</u>	Duplicating Ink	
<u>98</u>	Flask	
<u>99</u>	Glass Marking	
<u>100</u>	Glass Lid	
<u>101</u>	Lachhi Suto Green	
<u>102</u>	Patch Chord(Cat-6,RJ-45)	
<u>103</u>	Door Mat	
<u>104</u>	Waste Paper Busket	
<u>105</u>	Digital Calculator	
<u>106</u>	Modi Thread	
<u>107</u>	Battery Dry Cell	
<u>108</u>	Pencil Battery	
<u>109</u>	Chargeable Battery	
<u>110</u>	Spirit	
<u>111</u>	Box File	

(B) COMPUTER CONSUMABLES

<u>SL. NO.</u>	<u>Name of The Articles</u>	<u>Rate Per Unit</u>
<u>112</u>	Photocopier Paper A-4 Size	
<u>113</u>	Photocopier Paper Legal Size	
<u>114</u>	Computer Paper 15x12x1	
<u>115</u>	Computer Paper 15x12x2	
<u>116</u>	Computer Paper 15x12x3	
<u>117</u>	Computer Paper 15x12x4	
<u>118</u>	Computer Paper 10x12x1	
<u>119</u>	Computer Paper 10x12x2	
<u>120</u>	Computer Paper 8x12x1	
<u>121</u>	Computer Paper 8x12x2	
<u>122</u>	Computer Paper 8x6x1	
<u>123</u>	Computer Paper 5x6x1	
<u>124</u>	Computer Printer Ribbon MSP 345	
<u>125</u>	Computer Printer Ribbon MSP 240	
<u>126</u>	Computer Printer Ribbon MSP 945	
<u>127</u>	Computer Printer Ribbon RIBW 0081	
<u>128</u>	Pen Drive (4GB,8GB)	
<u>129</u>	C D (Blank)	
<u>130</u>	C D Jacket	
<u>131</u>	SMF Battery (12V/7amp)	
<u>132</u>	Laser Printer Cartridge P-1505	
<u>133</u>	Laser Printer Cartridge P-1566	
<u>134</u>	Blank DVD	
<u>135</u>	DVDRW 4.7GB (Sony)	
<u>136</u>	Laser Printer Cartridge 05A(P-2055dn)	
<u>137</u>	Laptop Battery	
<u>138</u>	Data Cartridge(HPDLTIV-80GB)	
<u>139</u>	HP 802 Black Cartridge	
<u>140</u>	HP 802 Colour Cartridge	
<u>141</u>	LP tonner Cartridge (HP 12A)	
<u>142</u>	DMP Head 24 PIN	
<u>143</u>	Fax Machine Cartridge (Panasonic) KXFP	
<u>144</u>	External Hard Disk (1TB & 2TB)	
<u>145</u>	Additional Data Cartridge(Dell)	
<u>146</u>	Laser Printer Cartridge 53A	
<u>147</u>	Tape Cartridge (HP LTO-5 Ultrium RW Data Cartridge C7975A-3TB)	

(C) REGISTER , FOLDER & FILES

<u>SL. NO.</u>	<u>Name of The Articles</u>	<u>Rate Per Unit</u>
<u>148</u>	ACTO Diary	
<u>149</u>	CTO Diary	
<u>150</u>	Case Book	
<u>151</u>	Dealer's Checklist Register	
<u>152</u>	Register 1 (Consumption Act-2001)	
<u>153</u>	Counter Register	
<u>154</u>	Cash Book	
<u>155</u>	TRO-2	
<u>156</u>	Receipt Book (N.R.)	
<u>157</u>	Receipt Book (Misc.)	
<u>158</u>	Money Receipt Book	
<u>159</u>	Peon Book	
<u>160</u>	Service Book	
<u>161</u>	Vehicle Register	
<u>162</u>	Numerical Register	
<u>163</u>	Issue to Dealer Act-94 (200F)	
<u>164</u>	Bill Register	
<u>165</u>	Token Check Register	
<u>166</u>	Receiving Register	
<u>167</u>	Central Declaration Stock-Cum-Issue Register	
<u>168</u>	DDO Manual	
<u>169</u>	Attendance Register	
<u>170</u>	Register of Appointment	
<u>171</u>	Register-1(Receive)	
<u>172</u>	Register-2(Issue)	
<u>173</u>	Register-3	
<u>174</u>	Register-4	
<u>175</u>	Register-8	
<u>176</u>	Register-9(C.O.)	
<u>177</u>	Register-10(C.O.)	
<u>178</u>	Register-11(C.O.)	
<u>179</u>	Register-38(VAT)	
<u>180</u>	Register - 43	
<u>181</u>	Register - 44	
<u>182</u>	Register - 45	
<u>183</u>	Register - 46	
<u>184</u>	Register - 47	
<u>185</u>	Register - 49	
<u>186</u>	Register - 50	
<u>187</u>	Register -51(Collection)	
<u>188</u>	Register -52	
<u>189</u>	Register -53	
<u>190</u>	Register -54(Control)	
<u>191</u>	Register -55	
<u>192</u>	Register -56	
<u>193</u>	Register-57	

<u>SL. NO.</u>	<u>Name of The Articles</u>	<u>Rate Per Unit</u>
<u>194</u>	Register -58(Demand)	
<u>195</u>	Register -59	
<u>196</u>	Register -61	
<u>197</u>	Register -62	
<u>198</u>	Register -63	
<u>199</u>	Register -64	
<u>200</u>	Register -65	
<u>201</u>	Register -66	
<u>202</u>	Register -67	
<u>203</u>	Register -68	
<u>204</u>	Register -83	
<u>205</u>	Register -84	
<u>206</u>	Register -85	
<u>207</u>	Register -86	
<u>208</u>	Register -87	
<u>209</u>	Register -88(Seizure)	
<u>210</u>	Register -89	
<u>211</u>	Register -92	
<u>212</u>	Register -1024(TRU)	
<u>213</u>	Register -69/70	
<u>214</u>	Register-71/72	
<u>215</u>	Register-79/80	
<u>216</u>	Register -81/82	
<u>217</u>	PT Control Register	
<u>218</u>	PT Demand Register	
<u>219</u>	PT Enrollment Register	
<u>220</u>	PT Receipt Register	
<u>221</u>	Certificate of Agent to Dealer Book	
<u>222</u>	TRO (C.O.) Register	
<u>223</u>	Register (Blank)-100F(Small)	
<u>224</u>	Register (Blank)-200F(Small)	
<u>225</u>	Register (Blank)-300F(Small)	
<u>226</u>	Register (Blank)-400F(Small)	
<u>227</u>	Register (Blank)-500F(Small)	
<u>228</u>	Register (Blank)-200F(Big)	
<u>229</u>	Register (Blank)-400F(Big)	
<u>230</u>	Register Entry (Transport)	
<u>231</u>	Register Exit (Transport 200F)	
<u>232</u>	Audit Register	
<u>233</u>	Staff Register (500F)	
<u>234</u>	Medical CT'S Book	
<u>235</u>	Acknowledgement Card	
<u>236</u>	Adjournment	
<u>237</u>	Envelope (Big)	
<u>238</u>	Envelope(Medium)	
<u>239</u>	Envelope (small)	
<u>240</u>	Envelope 12"x 8"	

SL. NO.

Name of The Articles

Rate Per Unit

7

<u>241</u>	Window Envelope
<u>242</u>	Envelope (Inside Cloth)
<u>243</u>	File Cover Brown
<u>244</u>	File Cover Assessment
<u>245</u>	File Cover PT (Yellow)
<u>246</u>	File Cover PT (Red/Pink)
<u>247</u>	File Flap
<u>248</u>	Audit File Cover

(D) Conservancy Articles

8

<u>SL. NO.</u>	<u>Name of The Articles</u>	<u>Rate Per Unit</u>
<u>249</u>	Bleaching Powder	
<u>250</u>	Muriatic Acid	
<u>251</u>	Broom Stick	
<u>252</u>	Brush for Commode	
<u>253</u>	Shoot Stick	
<u>254</u>	Plastic Mug	
<u>255</u>	Phool Jharu	
<u>256</u>	Jute Swab	
<u>257</u>	Basket for Ladies Toilet	
<u>258</u>	Rope for Hoisting National Flag	
<u>259</u>	Oxalic Acid	
<u>260</u>	Hand Gloves	
<u>261</u>	Long Hand Round Brush	
<u>262</u>	Plastic Bucket	
<u>263</u>	Water Pusher	
<u>264</u>	Cotton Wiper with Handle	
<u>265</u>	Litter Bin	
<u>266</u>	Scrubber	
<u>267</u>	Door Mat	
<u>268</u>	Life Buoy Soap	
<u>269</u>	Duster	
<u>270</u>	Mug	
<u>271</u>	Bucket	
<u>272</u>	Jute (Ready)	
<u>273</u>	Rechargeable Pencil Battery(Sony)	
<u>274</u>	Multi- charger Capable of 8 Battery (SONY)	

(E) Special Items for CCT/ISD/HRD

<u>SL. NO.</u>	<u>Name of The Articles</u>	<u>Rate Per Unit</u>
<u>275</u>	Vim Powder	
<u>276</u>	Detergent Powder (Ariel)	
<u>277</u>	Guard File	
<u>278</u>	Plastic Folder (HRD)	
<u>279</u>	Certificate (HRD)	
<u>280</u>	Plastic Folder (Special for CCT/WB)	
<u>281</u>	CCT's Office File	
<u>282</u>	Pencil Battery	
<u>283</u>	Flask	
<u>284</u>	Liquid Soap (for hand wash)	
<u>285</u>	Mosquito Repellant Oil	
<u>286</u>	Mosquito Repellant Machine	
<u>287</u>	Plastic Folder (A-4 Size) for CCT/WB	
<u>288</u>	Card	
<u>289</u>	Spirit for Cleaning White Board	
<u>290</u>	White Board Magnetic Duster	
<u>291</u>	Cotton Wool	
<u>292</u>	Mitsubishi Fax Roll for CCT/WB	
<u>293</u>	Life Buoy Hand Wash for CCT/WB	
<u>294</u>	D.O. Pad for CCT/WB	
<u>295</u>	Dot Pen Green Ink	
<u>296</u>	Heater Kettle	
<u>297</u>	Coffee Mug	
<u>298</u>	Rubber Stamp	
<u>299</u>	Name & Designation Plate	

Sum. 18/2/15

