

South Bengal State Transport Corporation

(A Government of West Bengal Undertaking)

Dr.B.C.Roy Avenue, Durgapur-713201, Dist.:-Burdwan.

TENDER DOCUMENTS FOR PROCUREMENT OF PRINTED FORMS

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| Tender no & Date | 900 /SBSTC/E-TND/2024-25 Dt. 01.10.24 |
| Name of the work | PURCHASE OF STATIONERY ITEMS |
| Specification | Details Enclosed in Separate Sheet 05(Five) Pages including list |
| Availability of Tender Documents commences from | 04.10.2024 |
| Last date for submission of Tender Document, both Technical & Financial bids | 25.10.24 up to 14.00 Hrs |
| Opening of Technical bids | 28.10.2024 at 14.30 Hrs |
| Opening of Financial bids | 04.11.24 |
| Address of Communication | Managing Director, South Bengal State Transport Corporation, Dr. B. C. Roy Avenue, Durgapur, 713201. Email Id:- sbstcpurchase@gmail.com & sbstcmd@gmail.com . |
| Content of the Tender Document | Eligibility criteria for the Bidders:- 1. Technical Bids. 2. Financial Bids. |

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TECHNICAL BID

(I) ELIGIBILITY CRITERIA FOR THE BIDDER

Scan Copies of the following documents are to be self attested and uploaded with the technical bid online

1. Bidder should have experience of supplying STATIONERY ITEMS to different Reputed Organization. Supporting paper to be enclosed.
2. Bidder should submit the Copy of PAN Card, Trade License, Income Tax Return for last 3 years, GST Registration Certificate and Professional tax clearance certificate.
3. Bidder should submit no deviation certificate from the Specification as prescribed by the Corporation.
4. The materials will be ordered phase wise as per the need.
5. Road Permit / Way-bill is to be arranged by the suppliers.
6. Bidder fulfilling above criteria should quote their rates in financial bid.

(II) GENERAL TERMS & CONDITIONS FOR THE BIDDER

1. Tender should be in the prescribed format obtained online from the e-tender portal www.wbtenders.gov.in and it should be submitted as per the instruction given in para (IV) of this tender document.
2. SBSTC does not take any responsibility for the delay caused due to non availability of Internet connection ,Internet traffic jam etc. for online bids.
3. SBSTC reserves the right either to accept or reject any or all the tenders at any time to award of contract.
4. SBSTC reserves the right to choose any change the quantity required.
5. The successful bidder shall be intimated of his selection for the award of contract. Hence no enquiry in this regard will be encouraged.
6. The rates quoted in the Financial Bid shall be exclusive of all Taxes levied by the appropriate authorities. However the rate should include Insurance, Transportation, loading & unloading charges and other charges, up to delivery point. The Rate to be quoted on per unit basis.

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7. The rate quoted in the Financial Bid shall be valid for one year from the date of opening of Financial Bid.
8. If it is found that the supplied Printed Forms are not as per specifications and sample, the supply made will be rejected and the order may be cancelled.
9. The bidder shall be solely responsible for the payment of GST and other taxes, if any levied by the Government and other local bodies.
10. Online Bid must be submitted not later than the specified time & date.
11. The SBSTC may, at its discretion, extend the deadline for submission of bids by amending the bid documents.
12. During evaluation of Technical bids, SBSTC may, at its discretion, ask the bidder for clarification of his bid.
13. SBSTC will scrutinize the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
14. SBSTC, reserves the right at the time of award of contract to increase or decrease the quantity of goods originally specified in the schedule of requirements without any change in unit price or other terms and conditions.
15. SBSTC, reserves the right to allot the jobs to the successful bidder / bidders in phases.
16. SBSTC reserves the right to place order to the successful bidders as per its discretion.
17. **Delivery Schedule:-**
Delivery of STATIONERY ITEMS should be done within 15 days from the date of receipt of the Purchase Order. Corporation reserves the right to cancel the Purchase Order in case the delay is more than the specified period.
18. The taxes and duties will be applicable as prevailing at the time of delivery.

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19. Financial bid of only those bidders will be opened who are found to have fulfilled all the criteria as specified in Technical bid.

20. Price BID/BOQ (Financial bid)

"Financial Bid" shall contain the financial bids with the base rate per accounting inclusive of transportation, installation charges, freight charges. The rate quoted should be exclusive of GST. Bidders are required to fill online only in the **BOQ Folder**. The Rate to be quoted on per unit basis.

21. Order may be placed to the selected bidder in instalments. However in case the performance of **STATIONERY ITEMS** of any specific is not found satisfactory; Corporation reserves the right to make its choice from the next bidder.

(IV) METHOD OF SUBMISSION OF BOTH TECHNICAL & FINANCIAL BIDS.

TECHNICAL BIDS: Should contain the uploaded copies of credentials as mentioned above

FINANCIAL BIDS: The rate to be quoted in BOQ Folder as per the instruction given above.

BOTH TECHNICAL & FINANCIAL BIDS to be submitted in Online format on or before **25.10.24 UP TO 14.00 HRS.**

Managing Director.

South Bengal State Transport Corporation

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LIST OF STATIONERY ITEMS

| SL NO. | NAME OF ARTICLES | YEARLY REQUIREMENT |
|--------|------------------------------|--------------------|
| 1 | C.B REGISTER-08 | 1500 PIC |
| 2 | C.B REGISTER -10 | 1500 PIC |
| 3 | STAMP PAD (Faber castellBig) | 50 PIC |
| 4 | GUM PASTE 150 ml | 250 PIC |
| 5 | INK FOR RUBBER STAMP | 50 PIC |
| 6 | FEVISTICK (Big) | 50 PIC |
| 7 | TAG | 250 PIC |
| 8 | PENCIL CARBON SINGLE | 250 PIC |
| 9 | STAPLER PIN 10" | 200 BOXES |
| 10 | STAPLER PIN 24" | 200 BOXES |
| 11 | RUBBER GURDER | 15 KG |
| 12 | JEMS CLIP | 500 PIC |
| 13 | ALPIN (T shape) | 500 PIC |
| 14 | ARCH FILE | 200 PIC |
| 15 | CLOTH DUSTER | 200 PIC |
| 16 | WHITE PAPER | 50 RIM |
| 17 | RULE PAPER | 50 RIM |
| 18 | STAPLER MACHINE 10" | 50 PIC |
| 19 | STAPLER MACHINE 24" | 50 PIC |
| 20 | PAPER WEIGHT | 50 PIC |
| 21 | ERAZ-EX (PEN TYPE) | 50 PIC |
| 22 | ENVELOP (BROWN) | 1000 PIC |
| 23 | ENVELOP(COTTON COVER) | 500 PIC |
| 24 | MARKAR | 20 PIC |
| 25 | STICKY NOTE | 150 PADS |
| 26 | A5 SIZE PAPER(SILVERTON) | 200 RIMS |

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