



GOVERNMENT OF WEST BENGAL
Department of Public Enterprises & Industrial Reconstruction
2nd Floor, Silpa Sadan, 4, Abanindranath Tagore Sarani,
Kolkata- 700 016
Email: peir15112019@gmail.com

NOTICE INVITING QUOTATION

No. 265/PEIR-11/119/2023-ESTT SEC

Kolkata, dated the 11th March, 2024

Sealed quotations are hereby invited by the undersigned from bonafide Agencies / Firms / Printing Press / Stationery articles suppliers / Co-operative Societies and other registered suppliers for supplying Stationery articles, Forms, Registers etc. as detailed in the enclosed list as per specification noted against each article / item.

Time schedules for the quotation

Sl. No.	Details of activity of Quotation procedure	Date & Time
1.	Submission of application for Quotation Form at the office of the PE & IR Department.	12.03.2024 to 21.03.2024 (except Saturday, Sunday and Government holidays) From 11.00 am to 4.00 pm.
2.	Issuance of Quotation Form from the office of the PE & IR Department (Quotation Forms may also be downloaded from the website www.peir.gov.in).	12.03.2024 to 21.03.2024 (except Saturday, Sunday and Government holidays) From 11.00 am to 4.00 pm.
3.	Dropping of Sealed Quotation at drop box kept at the office of the PE & IR Department.	12.03.2024 to 21.03.2024 (except Saturday, Sunday and Government holidays) From 11.00 am to 4.00 pm. and up to 1.00 pm on 22.03.2024.
4.	Opening of Quotation at the office of the PE & IR Department.	22.03.2024 at 2.00 pm.
5.	Physical verification of Sample at the office of the PE & IR Department.	27.03.2024 at 2.00 pm.

1. The bidders will submit the Quotation alongwith application in original letter head with full Signature & Seal of the firm in a sealed envelope containing the sealed envelopes of – (i) The technical bid (in sealed envelope) and (ii) The financial bid (in sealed envelope). NIQ No. and name of the firm / quotation should be written on all the sealed envelopes.

2. Technical bid shall consist of the original/ self-attested photocopies of the following:
 - (a) Application in original letter head (Annexure-I)
 - (b) Valid Trade License
 - (c) IT Return for last two years (A.Y. 2021- 2022 & 2022- 2023)
 - (d) P. Tax enrolment certificate alongwith latest challan
 - (e) Valid GSTIN and latest return filed
 - (f) PAN Card
 - (h) Check list (Annexure- II)
 - (i) Intending bidders should produce credentials of 2 (two) similar nature of work orders & completed works during (3) three years prior to the date of issue of this Quotation.
3. Financial bid shall consist of Annexure- III in original letter head with seal and signature. The unit rate should be quoted both in figures and words including GST and all other charges, if any. Bulk rate will not be considered if quoted. The rate should be quoted as per proforma (Annexure- III) given in the bid document and not in any other format. Otherwise, it will be treated as cancelled. Bid should be signed by the authorised signatory with rubber stamp in all pages.
4. During the quotation evaluation process, if it is found that 2 or more bidders have quoted the same rate and that happens to be the lowest, then lowest bidder will be selected by draw of lottery. THE DECISION OF TENDER COMMITTEE OF THE DEPARTMENT OF PE&IR WILL BE FINAL AND BINDING IN THIS MATTER.
5. Rates accepted through quotation will remain valid either for the period of one year (starting from the date of acceptance of quotation) which may be extended upto further one year or maximum value below Rupees one lakh in total volume (whichever is earlier).
6. The duly filled quotation documents will have to be dropped in drop box in the office of the undersigned **from 12.03.2024 to 21.03.2024 (except Saturday, Sunday and Government holidays) from 11.00 am to 4.00 pm and up to 1.00 pm on 22.03.2024. The technical bid will be opened on 22.03.2024 at 2.00 pm.** Financial bid will be opened for those bidders who will be treated as technically valid bidders. Incomplete quotation(s)/ quotation documents, received after the scheduled time, will be summarily rejected without assigning any reason thereof.
7. Registered SSI units participating in Government tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rule 47(A) (1) and 47(B) (7) of WBFR, Vol.- I read with Finance Department Notification No. 10500-F dated 19.11.2004 and its clarification vide Memo No. 4245-F (Y) dated 20.05.2013.

8. During verification of quotation documents, if it is found that any bidder has submitted forged or tampered documents, legal action will be taken and the said bidder (s) will be blacklisted.
9. The bidder, whose bid will be accepted, will be notified by the Quotation Inviting and Accepting Authority through acceptance letter.
10. The successful bidder will have to enter into an agreement to be furnished in a non-judicial stamp paper worth Rs. 10/- (Rupees ten) only regarding terms and conditions for supply of items.
11. Delivery of items should be done through bidder's own network to PE & IR Department, 2nd Floor, Silpa Sadan, 4, Abanindranath Tagore Sarani, Kolkata- 700 016 and with specified date as will be mentioned in each supply order. Delivery challans to be submitted by the successful bidder after satisfactory delivery of items to the authority. Payment will be made after the necessary stock entry reports from the respective stores as well as successful installation report from the respective authority, as applicable.
12. Tax deduction will be made as per Financial Rule.
13. Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to accept or reject any quotation without assigning any reason.
14. All the above Terms & Conditions have to be accepted by the bidder.

No. 265/1(6)/PEIR-11/119/2023-ESTT SEC

Kolkata, dated the 11th March, 2024

Copy forwarded for information to:

- 1) The Sr. P.S. to the Secretary, PE & IR Department.
- 2) The Chairman, Departmental Tender Committee of this Department.
- 3) The SSP, PE & IR Department- with the request to upload in the website of the Department.
- 4) Office Notice Board.
- 5) Office copy.
- 6) Guard file.


Deputy Secretary
to the Govt. of West Bengal

Annexure – I

APPLICATION FORMAT (Form- I) in Letterhead of the firm

To
The Secretary
PE & IR Department,
2nd Floor, Silpa Sadan,
4, Abanindranath Tagore Sarani,
Kolkata- 700 016

Sub :- Application for Quotation of Computer accessories etc.

Ref. NIQ No. dated

Sir / Madam,

Having examined the pre-qualification & other documents published in the NIQ vide Memo No. dated I / We hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of in the capacity of

2. That I / We accept the terms and conditions as laid down in the NIQ mentioned above and have submitted with rubber stamp & signed as uploaded and declare that, I / We shall abide by it throughout the quotation period.

3. I am / We are offering rate (s) for the following item / items with manufacturing capacity and assured supply to the Secretary, PE & IR Department, 2nd Floor, Silpa Sadan, 4, Abanindranath Tagore Sarani, Kolkata- 700016.

4. In the event of being selected, I / We will supply the items within the stipulated period except the condition which is beyond my / our control.

5. I / We understand that:

(a) Departmental Tender Committee / Secretary, PE & IR Department can amend the scope & value of the contract bid under this project.

(b) Acceptance of lowest quotation is not obligatory and the Departmental Tender Committee / Secretary, PE & IR Department reserves the right to reject any application without assigning the reason.

Date:

Mobile No.-

Signature of applicant including title and capacity in which application is made.

Annexure- II**CHECK LIST**

(IN THE LETTER HEAD OF THE AGENCY, OTHERWISE IT WILL BE TREATED AS CANCELLED)

[All points are to be filled up; no places are to be kept vacant. For statutory clearance / registrations not applicable, mention **NOT APPLICABLE** / "NA" instead of keeping blank.]

1.	Name of the work	Supplying of Computer accessories etc.
2.	Quotation Notice No.	
3.	Last date of Bid submission	22.03.2024 up to 1.00 pm
4.	Name of the Department for which Quotation has been invited	PE & IR
5.	EMD No. with date	
6.	Are you exempted from EMD (Y / N)	
7.	Name of the bidder in block letter	
8.	Full address	
		e-mail id
		Telephone No. / Mobile No.
9.	Legal entity of the bidder whether Firm / Society / Company / Other entity	
10.	Name of Trade License issuing authority (with whom registered)	
11.	Trade License No.	Valid upto.....
12.	P. Tax Enrolment No.	Paid upto
13.	Bank details of the bidder	
	a) Name and Address of the bank	
	b) Bank A/c No.	
	c) Bank IFS Code	
14.	d) Category of A/c (Saving / Current)	
	PAN Card No.	
15.	GSTIN No.	
16.	Any other relevant information wish to submit	

I / We have gone through the eligibility criteria for participating in the quotation and certify that all the conditions have been fulfilled.

I / We have read the Terms & Conditions, including the penal provision, as given in the quotation documents as per quotation notice quoted above, I / We have accepted them and agree to abide them. I / We have also do agree to abide by agreement as imposed by the Secretary, Pe & IR Department if declared successful in my / our bid.

Certified that above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case, any information found incorrect later on.

I / We the undersignatory will be personally responsible for the same.

Date:

Full signature of the Bidder Authorised Person & Seal

Annexure- III

Quotation Notice No. 265/PEIR-11/119/2023-ESTT SEC dated 11th March, 2024**List of items for which the quotation being invited**

Sl. No.	Items	Specification	Make	Rate including GST
1.	Add Gel Achiver pen	Blue, Black		
2.	Add Gel refill	Blue, Black		
3.	Alpin	Box		
4.	Attendance Register	100 pages		
5.	Battery	AA		
6.	Battery	AAA		
7.	Binder clip	1" size		
8.	Binder clip	2 " size		
9.	Black hit	Big size		
10.	Blank Envelop	Brown (28 cm x 12 cm)		
11.	Blank Envelop	White (28 cm x 12 cm)		
12.	Blank Register	100 pages		
13.	Button Folder	Ordinary (36 cm x 26 cm)		
14.	Calling bell	Battery operated		
15.	Collin Spray	500 ml bottle		
16.	Correction pen	Faber Castle		
17.	Cotton ribbon	Standard		
18.	Cup & plate set	Bone China		
19.	Demand Register	200 pages		
20.	Despatch Register	100 pages		
21.	Dusters	Standard, Big		
22.	Executive folder	Plastic, (37 cm x 28 cm)		
23.	Exercise Book (white)	160 pages		
24.	File Cover	Printed on light green colour board		
25.	File flap	Cloth made		
26.	File Register	100 pages		
27.	Glass lid	Square / Round		
28.	Issue Register	100 pages		
29.	L Folder	Legal Size		
30.	L Folder	A4 Size		
31.	Lac stick	12 pieces box		
32.	Liquid dish washer	Medium size		
33.	Mask	Cotton		
34.	Name plate	Brass (14" x 9")		
35.	Name plate	Plastic (10" x 7 ")		
36.	Name plate	Plastic (10" x 3 ")		
37.	Pen- High quality	Ball point		
38.	Pen- Ordinary	Ball point		
39.	Paper	A4 size, 75 GSM		
40.	Paper	Legal size, 75 GSM		
41.	Paper Weight	Medium size		

42.	Peon Book	100 pages		
43.	Pin cushion	Standard		
44.	Polymer stamp	One line		
45.	Polymer stamp	Two line		
46.	Polymer stamp	Three line		
47.	Polymer stamp	Four line		
48.	Scale	Plastic, 12" size		
49.	Self-inking stamp	Good quality		
50.	Staff Pen	Ball point		
51.	Stamp pad	Red		
52.	Stamp pad	Blue		
53.	Stamp pad ink	Red		
54.	Stapler	MINI 10		
55.	Stapler	HSG 10		
56.	Stapler	HD 10D 10		
57.	Stapler	Jumbo		
58.	Stapler pin	Box, 13 mm size		
59.	Stapler pin	Box, 17 mm size		
60.	Stapler pin	Box, No 10-1M		
61.	Sticky Notes	Standard, 3 coloured pack		
62.	Sticky Notes	Square, One colour pack		
63.	Stock Register	100 pages		
64.	Sun rubber stamp	Good quality		
65.	Tag	Bundle		
66.	Thread ball	Packet		
67.	Tissue paper	50 pcs. pack		
68.	Towel (Big)	Bombay Dyeing (36" x 72")		
69.	Towel (Small)	Bombay Dyeing		
70.	Use & throw	Ball point, Blue		
71.	Use & throw	Ball point, Red		
72.	Wall clock	Square / Round		
73.	Water glass with coaster	Standard		
74.	White board duster	Standard		
75.	White board marker	Black, Blue, Green		
76.	White tape	Medium size		
77.	Writing pad (Big size)	50 pages		
78.	Writing pad (Small size)	50 pages		