

**Notice Inviting E-Quotation No. - WBUD/BDA/CEO/E-NIQ-02/2024-25**

Item wise rates are invited from bonafide, reputed and experienced Company/ Agency/General Suppliers for **Supply of Stationery Articles for the office of the Burdwan Development Authority (2<sup>nd</sup> Call)** as per specifications given in Annexure-I for the office of the undersigned. Procurement made as and when required basis and rates will be valid for one year from the date of finalization of the bidder. Approximate requirement of each item for one year is given in **Annexure-A**.

**A) Eligibility**

- 1) The bidders should have the following documents to be eligible for this tender.
  - a. GST Registration Certificate.
  - b. PAN Card issued by the Income Tax Department.
  - c. Income Tax Return Acknowledgement Receipt for last three years.
  - d. Upto date Trade License/ Registration.
  - e. **Credential Certificate for Rs. 1.0 lakhs or more (issued by any govt. authority for similar type of work within the last 3 years).**
  - f. Upto date P.Tax payment Certification.
  - g. Audit Report for last three years along with Audited Accounts.

**B) EMD**

a)	Sl. No.	Particulars	EMD Amount
	1.	<b>Supply of Stationery items for the office of the Burdwan Development Authority (2<sup>nd</sup> Call)</b>	<b>Rs. 5000.00</b>

- b) Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47 (A) (1) and 47(B) (7) of WBFR, Vol-I, read with Finance Dept. notification No. 10500-F Dt. 19/11/2004 and its clarification vide Memo No. 4245-F(Y) Dated 20/05/2013.

**C) Payment procedure:**

**i) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway**

- a) 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.
- b) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c) Bidder will receive a confirmation message regarding success/failure of the transaction.
- d) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e) If the transaction is failure, the bidder will again try for payment by going back to the first step.

**ii.) Payment through RTGS/NEFT:-**

- a.) 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.
- b.) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.
- c.) 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.
- d.) If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e.) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- f.) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

**iii.) 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.
- v. All refunds will be made mandatorily to the any A/C from which the payment of EMD & Tender Fees (if any) were initiated.

**D) Eligibility criteria for participation in the tender.**

**Credential Certificate for Rs. 1.0 lakhs or more (issued by any govt. authority for similar type of work within the last 3 years).**

**E) Documents etc. to be submitted.**

- 1) The interested bidder will have to upload self-attested copy of the documents mentioned at 1(a) to 1(g) above against the e-NIQ in the said portal.
- 2) The bidder should attach the scanned copy of Bank Draft of Rs. 5,000.00 (Rupees five thousand) only drawn in favour of the Chief Executive Officer, Burdwan Development Authority, Purba Bardhaman with the bid as Earnest Money Deposit (EMD) against the e-NIQ in the said portal. Those claiming exemption from payment of EMD should upload the copy of relevant Government Orders along with their quotation.
- 3) The bidders must inspect specimen/ sample of each item as mentioned in Annexure-II kept at Accounts Section of the office.

**F) Procedure for participation.**

- 1) The bidders willing to take part in the process of e-NIQ will have to be enrolled and registered with the Government e-Procurement System, by logging into [www.wbtenderes.govt.in](http://www.wbtenderes.govt.in). The Quotationers are to click on the link for e-Tendering site as given in the web portal. The bidders

can also participate in the tender by logging in to the BDA Website <https://bdaburdwan.org>.

- 2) Rate should be quoted for the items which the bidder is willing to supply.

**G) Others Terms & Conditions.**

- 1) The rate quoted by bidders for items as mentioned in Annexure-I can be considered only if the required sample/ specimen for that item kept at the office and the bidders may inspect the same during office hours before participation.
- 2) The rate quoted for each item should be inclusive of all the rent, rate, taxes, incidental charges and cost of transportation, loading and unloading till the final delivery point in the office of the BDA.
- 3) The successful bidders shall have to execute an agreement on Rs. 10/- Non-Judicial Stamp Paper within 3 days of issue of letter of acceptance. The work order for any item will be issued only after that.
- 4) The successful bidders shall have to supply the required materials as per the specifications and within the stipulated time limit from the date of issue of work order.
- 5) In order to ensure that standard material of the specified quality are supplied at reasonable and competitive price, the undersigned may invite the qualified bidders for table bid after completion of online financial bid to finalize the rates of items to be supplied. The sample/ specimen and the rate finally approved by the authority shall be binding on all quotationers.
- 6) All statutory deductions as applicable will be made from the bill as per Government Rules.
- 7) Any material which is not in conformity with the approved samples will be summarily rejected and no payment will be made for such supply.
- 8) The earnest money deposited by the successful quotationers will be refunded only after fulfillment of the said terms and conditions.
- 9) The undersigned shall have the right and discretion to terminate the contract and forfeit the earnest money deposited in the event of breach of any of the terms and conditions of the contract.
- 10) The undersigned reserves the right to accept or reject any bid without assigning any reasons whatsoever.
- 11) The undersigned also does not bind him-self to accept the lowest rate quotation and shall use discretions in accepting higher than the lowest rate with a view to ensuring standard quality of articles.
- 12) It shall be open to the authority to impose penalty & take other punitive steps, as deemed fit, for violation of above terms & conditions.
- 13) In case any clarification is required, bidders may contract to the Account Section of the BDA.

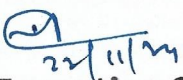
**H) Non Statutory Cover will Contain the following documents :-**

Sl. No.	Category Name	Sub Category Description	Details
1.	Certificates	Certificates	GST registration certificate along with acknowledgement, PAN, latest IT acknowledgement, PTAX,
2.	Certificates	GST Registration Certificate	GST Registration Certificate
3.	Company Details	Company Details	Certificate of incorporation/ Partnership Deed. Updated Trade License, Power of Attorney in favour of signatory of bid. (Where applicable).
4.	Credential	Credential-1	Credential Certificate for Rs. 1.0 lakhs or more (issued by any govt. authority for similar type of work within the last 3 years).
5.	Declaration	Declaration -1	1. Balance Sheet & Profit & Loss A/C of (F.Y. 2022-23). 2. Non-Conviction Certification as per Section-V (Duly Notarized after the date of publication of this NIT). 3) Application in the letter head of the firm/ Company.
6.	Other	Other	EMD.

14) **Important Information**

**CRITICAL DATE AND TIME SCHEDULE: -**

Sl. No	Particulars	Date & Time
1.	Date of uploading of N.I.Q. Documents (online) (Publishing Date)	25/11/2024 at 18:00 hrs.
2.	Documents download/sell start date (Online)	25/11/2024 at 18:30 hrs.
3.	Bid submission start date (On line)	25/11/2024 at. 18:50 hrs.
4.	Pre-bid Meeting Date	03/12/2024 at 16:00 hrs.
5.	Bid Submission closing (On line)	10/12/2024 at 15:00 hrs.
6.	Bid opening date for Technical Proposals (Online)	12/12/2024 at 16:00 hrs.
7.	Date of uploading list for Technically Qualified Bidder(online)	To be notified online
8.	Date of uploading final list for technically qualified bidders after disposal of appeals. (On line)	
9.	Date & Place for opening of Financial Proposal (Online)	
10.	Date of uploading of list bidders along with the offer rates through (on line), also if necessary, for further negotiation through offline for final rate.	

  
**Chief Executive Officer,**  
**Burdwan Development Authority,**  
**Purba Bardhaman**



Copy forwarded to:

1. The Additional Chief Secretary, Finance Department, Govt. of West Bengal, Kolkata.
2. The Principal Secretary, Urban Development & Municipal Affairs Department, Government of West Bengal, Kolkata.
3. The Sabhadhipati, Purba Bardhaman Zilla Parishad, Purba Bardhaman.
4. The Hon'ble Chairperson, Burdwan Development Authority.
5. The Hon'ble Vice- Chairperson, Burdwan Development Authority.
6. The Hon'ble Chairman, Burdwan Municipality.
7. The District Magistrate, Purba Bardhaman.
8. The Superintendent of Police, Purba Bardhaman.
9. The Additional Executive Officer, Purba Bardhaman Zilla Parishad.
10. Shri Nisith Kumar Malik, MLA, Purba Bardhaman & member of BDA Board.
11. Shri Subhabrata Mukherjee, Burdwan, member of BDA Board.
12. The District Engineer, Burdwan Zilla Parishad, Purba Bardhaman.
13. The Superintending Engineer, Western Circle – I, PWD, Burdwan.
14. The Executive Engineer - I, PWD, Burdwan.
15. The Executive Engineer, DC Division (I&WD).
16. The Executive Engineer, M.E.D., Burdwan.
17. The District Informatics Officer, National Informatics Center with request to upload in District website.
18. Shri Bhabesh Ch. Pal, WBCS(Exe), Purba Bardhaman Nominated person of Tender Committee.
19. The Nezaireth Deputy Collector, Purba Bardhaman with requested to wide Publicity of the Notice.
20. The Finance Officer, Burdwan Development Authority.
21. The Block Development Officer, Burdwan-I, Burdwan.
22. The Block Development Officer, Burdwan-II, Burdwan.
23. The Assistant Engineer, Burdwan Development Authority to give his DSC for this e-NIQ process completion.
24. The Assistant Town Planner, Burdwan Development Authority.
25. Shri Subhendu Bhunia, Sub-Assistant Engineer (Civil) & Dealing Assistant to the Tender, Burdwan Development Authority.
26. Shri Koustav Ghosh, L.D. Assistant, BDA to make the short notice for publishing in the Newspapers.
27. Shri Prabir Chatterjee, Group 'C', BDA to upload the notice on the e-procurement Portal & BDA Website.
28. Office Notice Board.

  
**Chief Executive Officer,  
Burdwan Development Authority,  
Purba Bardhaman**



## LIST OF STATIONERY ARTICLE

## ANNEXURE -A

Sn	Name of the Item	Specification	Yearly Requirement	Rate Quoted (Per Unit / Box)
1	Arch File	Good quality	24 Pcs	
2	All Out machine	Good Night	12 Pcs	
3	All Out refill pack	Good Night	12 Pcs	
4	Alpin Box	king	20 Box	
6	Attendance Register	Good quality	3 Pcs	
7	Awl	Good quality	24 PCs	
8	Bucket 20 Ltr	Cello	6 PCS	
9	Battery ( Pencil)	Duracell	150 PCs	
10	Battery ( Remote)	Duracell	150 PCs	
11	Ball Pen ( Red, Blue, Black)	Sparsha Smooth	300 PCs Blue , Black 100 Pcs , Red 50 PCs	
12	Bound Register	No 8 No 10 No 11 No 12	12 PCs 12 PCs 12 PCs 12 PCs	
13	Broom( Coconut ) Big	Good quality	24 PCs	
14	Butterfly Clip (Small)	Feiyide	24 PCs	
15	Butterfly Clip (Medium)	Feiyide	24 PCs	
16	Butterfly Clip (Big)	Feiyide	24 PCs	
17	Calling Bell (Remote))	Good quality	4 PCS	
18	Carbon paper	Kores	2 Packet	
19	Car Perfume	GODREJ	24 PCs	
20	Calculator(12 Digit)	Casio	12 PCs	
21	Cello Tape 1"	Good quality	6 PCS	
22	Cello Tape 1.5"	Good quality	6 PCS	
23	Channel file( A4, FS)	Company make	48 PCs	
24	Clip Board (Plain/Plastic)	Good quality	4 PCs	
25	Cloth lining Envelope 16X 12	Good quality	200 PCs	
26	Cloth Envelope 16X 5	Good quality	100 PCs	
27	Colin Spray Sparking Shine	Colin 500 ml	50 PCs	
28	Cup(Odinary)	Good quality	48 Pcs	
29	Cup & Dish	Bone china	3 Box	
30	Dak Pad	Good quality	12 Pcs	
31	Detol hand wash	Orginal pack	12 Pcs	
32	Detol hand wash	Refill pack	24 Pcs	
33	Duster	Big size	96 Pcs	
34	Duster	Medium	48 PCs	
35	Duster(Soft)	Big size	24 Pcs	
36	Envelope ( 6" X 12")	Good quality	6 Box	
37	Envelope ( 5" X 11")	Good quality	6 Box	
38	Envelope ( 9" X 4")	Good quality	6 Box	
39	Envelope ( 6" X 3")	Good quality	6 Box	
40	Eraze Ex Whitener	Camalin	12 Pcs	
41	Eraser ( Non Dust)	Nataraj	4 Box	
42	Extension Cord	Skill	6 PCs	
43	Fevistick	Fevistick 15 Gram	6 Box	
44	Flap	Good quality	2000 PCs	
45	Full jharu	Good quality	48 PCs	
46	Gel Pen ( ELKOS VELO) ALL COLOUR	ElKos Velo	72 Pcs Blue , 36 Pcs Black Red 12 Pcs, Green 12 PCs	
47	Gem Clip	Good quality	12 Box	
48	Glass	Borocil	12 PCs	



# BURDWAN DEVELOPMENT AUTHORITY

## LIST OF STATIONERY ARTICLE

ANNEXURE -A

Sn	Name of the Item	Specification	Yearly Requirement	Rate Quoted (Per Unit / Box)
49	Harpic	Harpic 1 Ltr Power Plus	100 PCs	
50	Highlighter pen	Good quality	48 Pcs	
51	Issue Register	Good quality	6 Pcs	
52	Knife	Good quality	7 Pcs	
53	Lizol	Lizol 500 ml	60 Pcs	
54	Lock ( Big/ Medium/Small)	Navtal	4 Pcs Each	
55	Liquid Gum	Good quality	1Bottle	
56	Marker pen	Luxur	24 Pcs	
57	Measurement Book	Good quality	100 Pcs	
58	Measurement Chain	Good quality	4Pcs	
59	Mug	Cello 1000 ml	12 Pcs	
60	Naphthalene	Bengal Chemical	12 Kg	
61	Nirma	Company make	12 KG	
62	Nimyle Floral	Nimyle Floral	48 Pcs	
63	Odonil ( Big / Small)	Odonil Big	48 Pcs	
64	Pen Bowl	Transcend Make	4 PCs	
65	Phenyl	BEngal Chemical & Cross	Bengal Chemical 96 Pcs	
66	Pin Cushion	Ordinary/ Magnetic	12 PCs	
67	Post it Slip( 3 Colours )	Dejane	150 PCs	
68	Post it Slip ( 3" X 2 ")	Dejane	24 PCs	
69	Post it Slip ( 3" X 3 ")	Dejane	24 PCs	
70	Post it Slip ( 1.5" X 2 ")	Dejane	24 PCs	
71	Punching Machine	Kangaroo	6 PCS	
72	Receipt Register	Good quality		
73	Refill ( Black / Blue / Red) ELKOS	ElKos Velo	72 Pcs Blue , 36 Pcs Black Red 12 Pcs, Green 12 PCs	
74	Room Spray	GODREJ	24 PCs	
75	Scale Plastic	Camlin	24 PCs	
76	Scissor	Camlin	24 PCs	
77	Scotch Brite	Good quality	24 PCs	
78	Sharpner	Good quality	24 PCs	
79	White Board Marker Pen	Luxur Black	12 PCs	
80	Stamp pad Ink Blue and Red	Big size	12 Pcs Each	
81	Stamp pad Ink Blue and Red	Small size	12 Pcs Each	
82	Stapler ( no 10)	Kangaru Plastic Coated	12 PCs	
83	Stapler ( Big) 555	Kangaru	4 PCs	
84	Stock Register	Good quality	2 PCs	
85	Shorthand Note Book	Good quality	24 PCs	
86	Stapler pin (no 10)	Good quality	96 PCs	
87	Stapler Pin ( Big)	Camlin	24 Box	
88	Sutli	Good quality	1 Kg	
89	Tape ( 100 ft)	Good quality	4 PCs	
90	Tape ( 50 ft)	Good quality	4 PCs	
91	Tape Flexible ( 15 Mtr)	Good quality	6 PCs	
92	Tape Flexible ( 30 Mtr)	Good quality	6 PCs	
93	Tape Steel ( 5 Mtr)	Good quality	6 PCs	
94	Tag ( nylon)	Good quality	100 Bundle	
95	Tiffin Plate	Bone china	12 PCs	
96	Towel (Big)	Raymonds	24 PCs	
97	Towel (Medium)	Raymonds	24 PCs	
98	Towel ( Hand)	Raymonds	24 PCs	
99	Toilet Brush	HIC	24 PCs	
100	Tray(18'X12')	Big size	4 Pcs	



## LIST OF STATIONERY ARTICLE

## ANNEXURE -A

Sn	Name of the Item	Specification	Yearly Requirement	Rate Quoted (Per Unit / Box)
101	Tray(15'X12')	Medium	4 PCs	
102	Umbrella	KCPal	6 PCs	
103	Vim Powder ( Per kg.)	Vim Power 1000Gm	24 PCs	
104	Vim Bar ( Per Piece)	Vim Bar 500 Gm	24 PCs	
105	Waste Paper Basket	Cello 1000 ml	24 PCs	
106	Water Bottle	Cello/Milton 1000 Ml	24 PCs	
107	Water Sponge	Good quality	24 PCs	
108	Window Envelope ( 6" X 12")	Good quality	100 PCs	
109	Wiper Cloth	HIC	24 PCs	
110	Wiper Rubber	HIC	24 PCs	
111	Wooden Pencil	( APSARA, NATARAJ)	48 PCs	
112	Writing Pad	Good quality	24 PCs	
113	Xerox Paper 75 GSM	A 3 Modi/ JK	12 Ream	
114	Xerox Paper 75 GSM	A5Modi /JK	12 Ream	
115	Xerox Paper 75 GSM	A4 Modi/ JK	400 Ream	
116	Amulya Milk Powder	1 Kg	24 Packet	
117	Good Quality Tea Dana	1 Kg	12 KG	
118	Britannia Good Day Biscuit,	200 Gm	24 Pcs	
119	Good Quality Tea	1 Kg	12 KG	
120	Biskfirm Cream Cracker	400 Gm	24 Packet	
121	Sugar	Good quality	48 KG	
122	Coffee	Nescafe 50 Gm	4 Bottle	
123	Bisleri Mineral Water 500 ml	24 PCs	720 PCs	