

**Notice Inviting E-Quotation No. - WBUD/BDA/CEO/E-NIQ-02/2025-26**

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** 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. Submission of last three years Accounts (Balance Sheet and trading & Profit and loss accounts).

**B) EMD**

a)	Sl. No.	Particulars	EMD Amount
	1.	<b>Supply of Stationery items for the office of the Burdwan Development Authority</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 chages 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, Trading and Profit & Loss A/C of (F.Y. 2021-22, 2022-23 & 2023-24). 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)	08/09/2025 at 18:30 hrs.
2.	Documents download/sell start date (Online)	08/09/2025 at 18:30 hrs.
3.	Bid submission start date (On line)	08/09/2025 at. 18:50 hrs.
4.	Bid Submission closing (On line)	17/09/2025 at 13:00 hrs.
5.	Bid opening date for Technical Proposals (Online)	19/09/2025 at 15:00 hrs.
6.	Date of uploading list for Technically Qualified Bidder(online)	To be notified online
7.	Date of uploading final list for technically qualified bidders after disposal of appeals. (On line)	
8.	Date & Place for opening of Financial Proposal (Online)	
9.	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.	

  
08/09/25  
Executive Engineer,  
Burdwan Development Authority,  
Purba Bardhaman

**Name of Work:- Supply of Stationery items for the office of the Burdwan Development**

Sl. No.	Item Description	Specification	Quantity	Units	Yearly Requirement	Rate Quoted (Per Unit/ Box)
1	Good Quality Arch File	PVC, Lever Type	1	Pcs.	24 Pcs	
2	Good Night All Out machine	Ultra Power +Slider	1	Pcs.	12 Pcs	
3	Good Night All Out refill pack	45 ml (Each)	1	Pcs.	12 Pcs	
4	Alpin Box (king)	King	1	Box	20 Box	
5	Good quality Attendance Register	Good Quality	1	Pcs.	3 Pcs	
6	Good quality Awl	Good Quality	1	Pcs.	24 Pcs	
7	Bucket 20 Ltr (Cello)	Cello	1	Pcs.	6 Pcs	
8	Duracell Pencil Battery	Duracell	1	Pcs.	150 Pcs	
9	Duracell Remote Battery	Duracell	1	Pcs.	150 Pcs	
10	Red Ball Pen	Sparsha Smooth	1	Pcs.	Red 50 Pcs	
11	Blue Ball Pen	Sparsha Smooth	1	Pcs.	300 Pcs Blue,	
12	Black Ball Pen	Sparsha Smooth	1	Pcs.	Black 100 Pcs	
13	8 No. Bound Register	Good Quality	1	Pcs.	12 Pcs	
14	10 No. Bound Register	Good Quality	1	Pcs.	12 Pcs	
15	11 No. Bound Register	Good Quality	1	Pcs.	12 Pcs	
16	12 no. Bound Register	Good Quality	1	Pcs.	12 Pcs	
17	Big Coconut Broom	Good quality	1	Pcs.	24 Pcs	
18	Butterfly Clip (Small)	Feiyide	1	Pcs.	24 Pcs	
19	Butterfly Clip (Medium) (Feiyide)	Feiyide	1	Pcs.	24 Pcs	
20	Butterfly Clip (Big) (Feiyide)	Feiyide	1	Pcs.	24 Pcs	
21	Good quality Calling Bell with Wireless (Remote)	No. of Battery -2, Sound Range-18 m.	1	Pcs.	4 pcs	
22	Carbon paper	Kores	1	Pkt.	2 Packet	
23	Car Perfume	Godrej, 45 ml each	1	Pcs.	24 Pcs	
24	Calulator(12 Digit)	Casiom Model Name Desktop	1	Pcs.	12 Pcs	
25	Cello Tape 1"	Good Quality-Transparent	1	Pcs.	6 Pcs	
26	Cello Tape 1.5"	Good Quality -Transparent	1	Pcs.	6 Pcs	
27	Channel file( A4, FS)	Waterproof	1	Pcs.	48 Pcs	
28	Good Quality Clip Board	Plain & Supports A4	1	Pcs.	4 pcs	
29	Good Quality Clip Board (Plastic)	Plastic & Supports A4	1	Pcs.	4 pcs	
30	Cloth lining Envelope 16X 12	Good Quality	1	Pcs.	200 pcs	
31	Cloth Envelope 16X 5	Good Quality	1	Pcs.	100 pcs	
32	Colin Spray Sparking Shine	Colin 500 ML	1	Pcs.	50 pcs	
33	Cup (Ordinary)	Good Quality	1	Pcs.	48 pcs	
34	Cup & Dish	Bone China	1	Box	3 Box	
35	Dak Pad	Good Quality	1	Pcs.	12 Pcs	
36	Dettol hand wash	Pump Dispenser-210 ml (each)	1	Pcs.	12 Pcs	
37	Detol hand wash	Refill Pack - 675 ml (each)	1	Pcs.	24 Pcs	
38	Duster	Big Size	1	Pcs.	96 pcs	
39	Duster	Medium Size	1	Pcs.	48 Pcs	
40	Duster(Soft)	Big Size	1	Pcs.	24 pcs	
41	Envelope ( 6" X 12")	Good Quality	1	Box	6 Box	
42	Envelope ( 5" X 11")	Good Quality	1	Box	6 Box	
43	Envelope ( 9" X 4")	Good Quality	1	Box	6 Box	
44	Envelope ( 6" X 3")	Good Quality	1	Box	6 Box	
45	Eraze Ex Whitener	Camalin	1	Pcs.	12 Pcs	
46	Erazer ( Non Dust)	Nataraj	1	Box	4 Box	
47	Extension Cord	4X1 No. of socket-4 power cord length -2 Mt.	1	Pcs.	6 Pcs	
48	Fevistick	Fevistick 15 Gram	1	Box	6 Box	
49	Flap	Good Quality	1	Pcs.	2000 Pcs	
50	Full jharu	Good Quality	1	Pcs.	48 Pcs	

Sl. No.	Item Description	Specification	Quantity	Units	Yearly Requirement	Rate Quoted (Per Unit/ Box)
51	Gel Pen (Red)	ELKOS VELO	1	Pcs.	12 Pcs	
52	Gel Pen (Black)	ELKOS VELO	1	Pcs.	36 Pcs	
53	Gel Pen (Blue)	ELKOS VELO	1	Pcs.	72 Pcs	
54	Gem Clip	Good Quality	1	Box	12 Box	
55	Borocil Glass	Borocil	1	Pcs.	6 Box	
56	Harpic	1 Ltr. Harpic Power Plus	1	Pcs.	100 pcs	
57	Highlighter pen	Luxor	1	Pcs.	48 Pcs	
58	Issue Register	Good Quality	1	Pcs.	6 Pcs	
59	Knife	Good Quality	1	Pcs.	7 Pcs	
60	Lizol	Lizol 500 ML	1	Pcs.	60 Pcs	
61	Lock Big	Navtal	1	Each	4 Pcs Each	
62	Lock Medium	Navtal	1	Each	4 Pcs Each	
63	Lock Small	Navtal	1	Each	4 Pcs Each	
64	Liquid Gum	Good Quality	1	Bottle	1 Bottle	
65	Marker pen	Luxor	1	Pcs.	24 Pcs	
66	Measurement Book	Good Quality	1	Pcs.	100 pcs	
67	Measurement Chain	Good Quality	1	Pcs.	4 Pcs	
68	Mug	Cello 1000 ml	1	Pcs.	12 Pcs	
69	Naphthalene	Bengal Chemical	1	Kg.	12 Kg	
70	Nirma	Company Make	1	Pcs.	12 Kg	
71	Nimyle Floral	Nimyle Floral	1	Pcs.	48 Ltr.	
72	Odonil Big	Odonil	1	Pcs.	48 Pcs	
73	Odonil Small	Odonil	1	Pcs.	48 Pcs	
74	Pen Bowl	Transcend Make	1	Pcs.	4 Pcs	
75	Phenyl	Bengal Chemical	1	Pcs.	96 pcs	
76	Phenyl	Cross	1	Pcs.	96 pcs	
77	Pin Cushion	Ordinary	1	Pcs.	12 Pcs	
78	Pin Cushion	Magnetic	1	Pcs.	12 Pcs	
79	Post it Slip( 3 Colours )	Dejane	1	Pcs.	150 Pcs	
80	Post it Slip ( 3" X 2 ")	Dejane	1	Pcs.	24 Pcs	
81	Post it Slip ( 3" X 3 ")	Dejane	1	Pcs.	24 Pcs	
82	Post it Slip ( 1.5" X 2 ")	Dejane	1	Pcs.	24 Pcs	
83	Punching Machine	Kangaroo	1	Pcs.	6 Pcs	
84	Receipt Register	Good Quality	1	Pcs.		
85	Refill Black	Elkos Velo	1	Pcs.	12 Pcs	
86	Refill Blue	Elkos Velo	1	Pcs.	72 Pcs	
87	Refill Red	Elkos Velo	1	Pcs.	12 Pcs	
88	Room Freshner	Godrej -220 ml each	1	Pcs.	24 pcs	
89	Scale Plastic	Camlin-30 Cent.m length each	1	Pcs.	24 pcs	
90	Scissor	Camlin	1	Pcs.	24 pcs	
91	Scotch Brite	Good Quality	1	Pcs.	24 pcs	
92	Sharpner	Good Quality	1	Pcs.	24 pcs	
93	White Board Marker Pen	Luxor Black	1	Pcs.	12 Pcs	
94	Stamp pad Ink Blue and Red	Big Size	1	Pcs.	12 Pcs Each	
95	Stamp pad Ink Blue and Red	Small Size	1	Pcs.	12 Pcs Each	
96	Stapler ( no 10)	Kangaru Plastic Coated	1	Pcs.	12 Pcs	
97	Stapler ( Big) 555	Kangaru	1	Pcs.	4 Pcs	
98	Stock Register	Good Quality	1	Pcs.	2 Pcs	
99	Shorthand Note Book	Good Quality	1	Pcs.	24 pcs	
100	Stapler pin (no 10)	Camlin	1	Box	96 pcs	
101	Stapler Pin ( Big)	Camlin	1	Box	24 Box	
102	Sutli	Good Quality	1	Kg.	1 Kg	
103	Tape ( 50 Mtr.)	Soft Tape	1	Pcs.	4 Pcs	
104	Tape ( 15 Mtr.)	Soft Tape	1	Pcs.	4 Pcs	
105	Tape ( 30 Mtr)	Soft Tape	1	Pcs.	6 Pcs	
106	Tape Steel ( 3 Mtr)	Good Quality	1	Pcs.	6 Pcs	
107	Tape Steel ( 5 Mtr)	Good Quality	1	Pcs.	6 Pcs	
108	Tag ( nylon)	Good Quality	1	Bundle.	100 Ml Bundle	
109	Tiffin Plate	Bone China	1	Pcs.	12 Pcs	

Sl. No.	Item Description	Specification	Quantity	Units	Yearly Requirement	Rate Quoted (Per Unit/ Box)
110	Towel (Big)	Raymonds	1	Pcs.	24 Pcs	
111	Towel (Medium)	Raymonds	1	Pcs.	24 Pcs	
112	Towel ( Hand)	Raymonds	1	Pcs.	24 Pcs	
113	Toilet Brush	HIC	1	Pcs.	24 pcs	
114	Tray(18'X12')	Big Size	1	Pcs.	4 Pcs	
115	Tray(15'X12')	Medium	1	Pcs.	4 pcs	
116	Umbrella	K.C. Paul -3 fold (size 110-120 c.m)	1	Pcs.	6 pcs	
117	Vim Powder	Per Kg.	1	Pcs.	24 pcs	
118	Vim Bar	500 Gm.	1	Pcs.	24 pcs	
119	Waste Paper Basket	Cello 1000 ml	1	Pcs.	24 pcs	
120	Water Bottle	Cello/ Milton 1000 ml	1	Pcs.	24 pcs	
121	Water Sponge	Good Quality	1	Pcs.	24 pcs	
122	Window Envelope ( 6" X 12")	Good Quality	1	Pcs.	100 pcs	
123	Wiper Cloth	HIC	1	Pcs.	24 pcs	
124	Wiper Rubber	HIC	1	Pcs.	24 pcs	
125	Wooden Pencil	Apsara	1	Pcs.	48 pcs	
126	Wooden Pencil	Nataraj	1	Pcs.	48 pcs	
127	Writing Pad	Good Quality	1	Pcs.	24 pcs	
128	Xerox Paper 75 GSM	A 3 Size/JK (500 pages per Ream)	1	Ream	12 Ream	
129	Xerox Paper 75 GSM	A 5 Size/JK (500 pages per Ream)	1	Ream	12 Ream	
130	Xerox Paper 75 GSM	A 4 Size/JK (500 pages per Ream)	1	Ream	400 Ream	
131	Milk Powder	1 Kg. Amulya	1	Pkt.	24 Packet	
132	Tea Dana	Good Quality	1	Kg.	48 Kg	
133	Good Day Biscuit	Britannia 200 gm.	1	Pkt.	24 Pcs	
134	Leaf Tea	Good Quality	1	Kg.	12 Kg	
135	Cream Cracker	Biskfirm (400 gm)	1	Pkt.	24 Packet	
136	Sugar	Good Quality	1	Kg.	48 Kg	
137	Coffee	Nescafe 50 Gm.	1	Pic.	4 Bottle	
138	Mineral Water 500 Ml	Bisleri (24 Pcs.)	1	Box	72 Box	
139	Plastic File Folders	Letter Size, Snap Closure, Waterproof and Organizer Bags	1	Pic.	6 Pkt.	
140	Red Markin Cloth	Good Quality	Per Mtr.	Per Mtr.	10 Mtr.	