

West Bengal Agro- Industries Corporation Ltd.,
(A Govt. Undertaking)
Registered Office: 23B, Netaji Subhas Road, 3rd Floor,
Kolkata – 700001

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TENDER FOR ITEM RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS AND COMPUTER STATIONERY ITEMS BY WEST BENGAL AGRO-INDUSTRIES CORPORATION LTD., 23B, NETAJI SUBHAS ROAD, 3RD FLOOR, KOLKATA – 700 001.

TENDER NOTICE NO. AIC/ESTT-068/TENDER-01/2018-19 DATED : 15.06.2018

Sealed tenders for item rate contract for supply of stationery items and computer stationery items are hereby invited by The Secretary-cum-Chief Personnel Officer on behalf of West Bengal Agro-Industries Corporation Ltd., 23B, Netaji Subhas Road, 3rd Floor, Kolkata – 700 001 from bonafide and resourceful Agencies having requisite qualification/credentials for supply of such materials. The terms and conditions of tender are as follows :

TERMS AND CONDITIONS OF TENDER :

1. The prospective tenderer should make an application for obtaining tender papers. No telegraphic application / application received through courier service and/or postal service shall be entertained under any circumstances.
2. The tenderers should furnish necessary details as per Annexure-A and quote their rates in the proforma as per Annexure-B with samples wherever mentioned in the said annexure.
3. The tenderers should quote their rates without charging the applicable rate of GST. The GST will be charged at the applicable rate at the time of billing after supply of materials by the successful tenderer.
4. The tender papers will be available from the Manager (HR) of Establishment Division of WBAIC Ltd. at 23B, Netaji Subhas Road, 3rd Floor, Kolkata – 700 001 from 20.06.2018 to 10.07.2018 from 11:00 A.M. to 3:30 P.M.
5. The Proforma as per Annexure – A & B duly completed in all respect and duly signed and in a sealed cover is to be submitted in the Tender Box to be kept in the office of Secretary-cum-Chief Personnel Officer of the Corporation at the above address superscribing on the envelope “**Rate for Stationery Items and Computer Stationery Items**” within 12.07.2018 upto 1:00 P.M.
6. Tender papers received after the stipulated date and time shall not be entertained.
7. The tender will be opened on 12.07.2018 at 1:30 P.M. in the presence of the tenderers or their authorized representative.

8. The tenderer should quote their rate both in figure and in words. In case of conflict between the two, the latter would be taken as the rate quoted by the tenderer.
9. The successful tenderer would supply materials as per samples/ Brand submitted/ mentioned in the tender and as approved by WBAIC Ltd.
10. Each page of tender documents as well as corrigendum, if any, must be signed with date and seal, failing which the tender shall be rejected.
11. Any document in the form of Xerox copy as evidence should be self-attested. Otherwise the tender shall be rejected.
12. The successful tenderer would be liable to execute order within the period as mentioned in the work order from time to time and they would be liable to replace defective materials within 10 days of intimation of damaged/defective materials. The materials are to be delivered at the above address without delivery charges and the successful tenderer would be liable to supply materials irrespective of quantity.
13. The tendered rate would be valid for a period of one year from the date of acceptance of the tender. The period of one year may further be extended with due consent of both the parties i.e, WBAIC Ltd. and the successful tenderer. This tender is invited for fixation of item rates of different items and tender inviting authority does not give any guarantee in regard to purchase of any volume and value of materials.
14. In case of any dispute or difference the decision of the Managing Director, West Bengal Agro-Industries Corporation Ltd. shall be final and binding upon the successful tenderer.
15. Canvassing in any form is strictly prohibited and in the event any tenderer resorting to such practice, his tender will be liable for rejection.
16. No tender will be accepted by post or courier service.
17. No request will be entertained for sending the tender paper by post.
18. Secretary-cum-Chief Personnel Officer, West Bengal Agro-Industries Corporation Ltd. reserves the right to accept or to reject or to cancel any or all the tenders without assigning any reason whatsoever and to split the order amongst more than one successful tenderers.
19. The tenders received late for any reason whatsoever after 1:00 P.M. of 12.07.2018 shall not be opened and shall be returned back to the concerned tenderers or their authorized representative.
20. No conditional tender will be accepted and in such cases the tender(s) will be declared as informal.
21. Incomplete tender is liable for rejection.

22. Modification, in any form, by the tenderer will not be permitted after the tender is opened.
23. The unregistered dealer of GST will not be allowed to participate in the tender.
24. The tenderer should submit the following documents along with the tender :-
 - a) Self attested photo copy of PAN Card.
 - b) Self attested photo copy of GST registration certificate.
 - c) Self attested photo copy of Trade Licence.
25. The original documents, for which self attested photo copies have been requested in this tender, are to be produced on demand for verification, if necessary.
26. The successful tenderer on completion of satisfactory supply of stationery as per order would submit the bills in duplicate along with receipted challan and other papers for payment. The payment would be made within one (01) month.
27. The tender should be submitted along with account payee bank draft/pay order for ₹ 3000 /- (Rupees Three thousand) only drawn in favour of **West Bengal Agro-Industries Corporation Ltd.** payable at Kolkata on any nationalized bank towards earnest money deposit. Such earnest money deposit will not carry any interest. The earnest money of the successful tenderer would be converted into security deposit and the earnest money of the unsuccessful tenderer would be refunded immediately after finalization of tender on making application for refund.
28. All disputes will be settled under the jurisdiction of Hon'ble High Court, Calcutta.
29. In case of non supply of materials by the successful tenderer as per terms of order during the validity period of tender, WBAIC Ltd. further reserves the right to forfeit the earnest money wholly or partly at the sole discretion of this Corporation and also reserves the right to black list the said tenderer.

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Secretary-cum-Chief Personnel Officer