

WEST BENGAL MINORITIES DEVELOPMENT & FINANCE CORPORATION
“AMBER”, DD-27/E, SECTOR-I, SALLAKE, KOLKATA- 700 064

No. 0/2020-21

NOTICE INVITIG TENDER

Sealed Tenders are invited by the Managing Director, West Bengal Minority Development & Finance Corporation for procurement of various stationery items which is enclosed in a separate sheet from the reputed manufacturers/suppliers/printers for supply/printing of different items as per list enclosed in the office of the West Bengal Minorities Development & Finance Corporation, Amber, DD-27/E, Saltlake, Sector-I, Kolkata -700 064 as per Terms and Conditions mentioned below:-

WBMDFC reserves the right to reject or accept any or all tenders/bids in part or in full without assigning any reason what so ever and does not bind itself to accept the lowest bid. WBMDFC will not take any responsibility for delay/loss/non-receipt of tender documents or any other letter sent by post either way.

TERMS AND CONDITIONS:

1. Forms may be downloaded from our website- www.wbmdfc.org
2. Last date of Submission of Sealed Tender is **26.03.2020 upto 2-30 P.M.**
3. Tender will be opened on **26.03.2020 at 3:00 p.m.** at the office of the Corporation.
4. **The rates should be exclusive of GST Charges.**
5. The rate should be including the delivery charges
6. **GST may be charged extra as per Govt.Rules.**
7. The quantity mentioned in the Tender Form is made on assumption basis and may vary from the actual requirement.
8. PAN No., **GST No.**, PT and ST Clearance Certificates, Trade License and other relevant documents are to be submitted along-with the Tender.
9. Intending bidder should deposit a Demand Draft drawn from any Nationalized/Scheduled Bank amount of **Rs. 6000/=**(Rupees six Thousand) only as bid security in favour of **“WBMDFC”** (payable at Kolkata) with the Tender Form.
10. The Corporation may summarily reject any / all Tenders or enlistment of any / all suppliers without assigning any reason at any point of time and the decision of the Corporation will be Final.
11. The Tender Form should be filled up neatly and any correction made in the Tender Form should be initialed and stamped.
12. The Corporation may deduct necessary taxes from the payment to the suppliers as per existing laws.
13. The materials to be supplied should be strictly as per specification. If there is found any dispute such as quantity, quality, specification etc., the supplier will be black listed and the payment will be forfeited for the materials so supplied.
14. The rates will be VALID upto **31.3.2021. The valid date may be extended if authority desire.**
15. Supplied items if subsequently found defective will be rejected and the said items will be replaced at the cost of the bidder.
16. Items to be delivered within 7 days from the date of work order. Late delivery will attracts 1% (one) deduction per day on the total value of work order.
17. Successful bidder shall have to deposit sample of each item to this Corporation at the beginning which will be returned at the end of the contract period.
18. The bidders should have an office surrounding Kolkata are eligible to participate in the Tender.
19. All litigation is subject to Kolkata Jurisdiction.
20. The quantity stated above are estimated and WBMDFC reserves the right to vary the quantity to the extent of -25 % to + 25 % of specified quantity at the time of award of the contract.
21. The bidder can participate in the tender by submitting their bid/bids against any or all items.
22. Tender bids received after due time & date will not be accepted by the system or physically.
23. Incomplete, ambiguous, Conditional, unsealed tender bids are liable to be rejected.
24. The bidder shall furnish a declaration that no addition / deletion / corrections have been made in the downloaded tender document being submitted and it is identical to the tender document appearing on portal <https>-----
25. In case of any correction/addition/alteration/omission in the off line tender document without attesting signature, the tender bid shall be treated as non responsive and shall be rejected summarily.

ELIGIBILITY CRITERIA:

- 1) Valid PAN No.
 - 2) Valid Goods and Services Tax Registration Certificate No(s.)
 - 3) A self-declaration along with the evidence that the bidder is not black listed by GST authorities.
 - 4) In case of multiple GST numbers, all the numbers can be provided.
- 4.1)The bidders shall submit necessary documentary proof showing that they meet the eligibility criteria along with their tender bid. All documents submitted will also be self attested by the bidder.
- 5) Bid Security / EMD: Rs 6000/- .

Sd/-

Managing Director

W.B. Minorities Dev. & Fin. Corporation

DETAILS OF TENDERER

NAME OF FIRM :
Address :

Telephone Number :
Mobile No. :
PAN No. (if any) :
GST no. :
Contact Person :

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Signature with Company Seal

STATIONERY -2020-21

Sl.No.	Item Description	Specification	Per	Quantity	Rate
1	Alpin	Bell(700 pins) in a pkt.	10 pkts.	50	
2	Adhesive Tape	size-2"- Bullet Wonder	Per pc.	60	
3	Arch File	Ambassador with Kangaroo Clip	Doz	5	
4	Borer	Best Quality-wood handle	each	20	
	Binder Clips	1" - 25 mm	Doz	2	
5	Colin Cleaner	500 ml.	Piece	20	
6	Cotton Duster	36"x36"-110 gm. Each	Doz	5	
7	Cotton Duster	24"x24"-Good quality	Doz	5	
8	Cobra File	Ambassador-Extra Thick	Doz	2	
9	Cotton Tag	Coloured-9"	100 pc.	30000	
10	Channel File	Kolor Nine-Thick	Pc.	100	
11	Correction Pen	Camlin-(10 pcs. in a box)	Per box	60 pcs.	
12	Cello Tape	size- ½"	Per pc.	10	
13	Cello Tape	size- 1"	Per pc.	60	
14	Cello Tape	size- 2"	Per pc.	60	
15	Dot Pen-both sided	Linc-Starline	10 pcs.box	12	
16	Fevi Stik	15 gm.	Pc.	100	
17	Gel Pen	Cello-Pointec 0.5	Pc.	50	
18	Gel Pen	Renolds Trimax	Pc.	10	
19	Gum Bottle	500 ml/gm	Per pc.	60	
20	Grip Glue	Perfumed-30 gm.	Per pc.	100	
21	Harpic	Big-500 ml.	Pc.	50	
22	Highlighter	Faber-Castell-Textliner	Pc.	30	
23	Ink for Stamp Pad	50 ml-Faber Castell	Bottle	5	
24	James Clip (Steel)	Bell-26 mm-Triangular	Box	10	
25	James Clipp (Steel)	Bell-35mm Pointed	Box	100	
26	James Clip(Plastick)	Dayal-Paper Clip-20 gms.	Pkt.	10	
27	Kodak Photo Glossy Paper	A4 size-for Inkjet Printer	20 sheet pkt.	50	
28	Lizol	500 ml. bottle	Pc.	50	
29	Liquid Soap	Ami-5 ltr.Jar	Pc.	5	
30	Liquid Soap	Lifebuoy-5 ltr.Jar	Pc.	5	
31	Luxor Sign Pen		Box (20 pcs.)	40 pcs.	
32	Luxor CD/DVD/OHP Marker		Per pc.	5	
33	Mop-with handle	Steel Handle	Pc.	30	
34	Mop-Cotton		Pc.	20	

Sl.No.	Item Description	Specification	Per	Quantity	Rate
35	Muriatic Acid	500 ml	Bottle	20	
36	My Clear Bag		Per pc.	100	
37	Napthalin	100 gm.	Pkt.	100	
38	Note Book	Executive Spiral Note-Kolor Nine	Per pc.	50	
39	Pen (Parker)	Beta-Ball Pen	Per pc.	10	
40	Plastic Folder	Kolor Nine-KN 410F with 2 button	Per pc.	100	
41	Permanent Marker	Artline 107R	Per pc.	50	
42	Plastic Basket	Standard-Solid	each	20	
43	Phynyle	5 Ltr.Jar-Bengal Chemical	Jar	5	
44	Phynyle	5 Ltr.Jar-Nimyle	Jar	5	
45	Phynyle	1 Ltr. Bottle-Nimyle	Pc.	100	
46	Phool Jharu	Good Quality	Pc.	30	
47	Punching Machine	Kangaro DP-280	Per Pc.	30	
48	Punching Machine	Kangaro FP-20(one whole)	Per pc.	10	
49	Room Freshner	Premium-Sandal/Rose/ Rajanigandha etc.	Piece	25	
50	Refill	Linc 1500	100 pcs.	200	
51	Rulled Register	4 No. 80 GSM Conquest Paper	Doz	20	
52	Rulled Register	6 No.80 GSM Conquest Paper	Doz	10	
53	Rulled Register	8 NO.80 GSM Conquest Paper	Doz	10	
54	Rubber Band	Big size	Per pkt.-1 kg.	10	
55	Rubber Band	Small size	Per pkt.-1 kg.	10	
56	Stapler	Kangaro HD-10D[as per sample]	Piece	100	
57	Stapler-Jumbo	Kangaro HP-45	Per pc.	20	
58	Stapler Pin	No. 10 -1M(Kores)	Big box (20 small box)	20 big box	
59	Stapler Pin	Big (Kangaro)	Big box (20 small box)	1 box	
60	Spring File	Kolor Nine-KN503A	Pc.	60	
61	Stamp Pad	Faber-Castell	Pc.	20	
62	Scotch-brite	4"x3"	Pc.	30	
63	Scotch-brite	Big-4"x6"	Pc.	250	
64	Scissor	150 mm with rubber handle (5.9")	Per pc.	20	
65	Scissor	7.5" stainless steel	Per pc.	10	
66	Scale-Steel	12"	Per pc.	20	
67	Use & through Pen	Flowrex (DF Ball Pen)	Box(20 pcs)	20 boxes	
68	White Board Marker	Linc Firefly	Per pc.	5	

69	Xerox Paper	A4 75 GSM - Copy Power	Ream	600	
70	Xerox Paper	A3 75 GSM - Copy Power	Ream	2	
71	Canon-Toner	Black-NPG-51	Per pc.	5	
72	Canon-Toner	Black-NPG-28	Per pc.	5	
73	Pencil	Apsara	Per pc.	60	
74	Binder Clips	1.25 inch width	Per box	10	
75	Binder Clips	2 inch width	Per box	10	
76	Self-stick(Removal notes)	5cmX 7.6 cm	Per pcs	20	
77	Colour stick note pad	76 mm X 76 mm	Per pcs	20	
78	Calculator (casio)	MJ-120D	Per pcs	20	
79	Odonil nature	Air freshner	Per pcs	30	
80	Short hand pad		Per doz	10	
81	Magnetic Pin clip container		Per pcs	30	
82	Water sponch		Per pcs	30	

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