

Sealed Quotations are invited from experienced vendors for **“for supply of various printing & stationary items from 01.06.2018 to 31.05.2019 on yearly rate contract basis at KEIP-KMC, 206, A.J.C. Bose Road, Kolkata- 700 017.”** Last date of issue & receipt and opening of QIN paper is 17.05.2018 at 3:00 P.M & 4:P.M. respectively. For more details please refer to www.keip.in & www.kmcgov.in



Kolkata Environmental Improvement Investment Program



Kolkata Municipal Corporation

Addl. Project Director
KEIP - KMC

TENDER FORMAT**1. GENERAL INFORMATION.**

Sealed quotations superscribing the name of the work on the envelope are invited from the reputed and resourceful contractors / vendors for the jobs stated in the "**Scope of Work**" below.

Quotation papers etc. will be available from the office of the Project Director, Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017. The KEIIP Authority reserves the right to accept / reject in full or in part of any tender without assigning any reason whatsoever.

2. GENERAL INSTRUCTION & GUIDELINES.**Eligibility Criteria.**

- (1) The quotationers / vendors shall submit the self-attested copies of the following documents: -
- (i) Trade License
 - (ii) PAN
 - (iii) GST
 - (iv) Credentials.
 - (v) Valid P.Tax Payment Certificate.
- (2) The agencies should have experience in similar type of work for at least 2 such works in last 3 years.
- (3) The Quotationers should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm. If not, then NOT APPLICABLE should be mentioned.
- (4) The quotationers would have to disclose if they are black-listed by any Govt. Dept./semi Govt. / autonomous bodies / PSUs etc. If not, then NOT APPLICABLE should be mentioned.
- (5) If the last date of receipt of tender or the day of opening of tender happens to be a holiday or otherwise, the next working day will be the last date of receiving and opening of the bid. The quotationers or their authorized representatives are to remain present at the time of opening of the offers. The offers would be opened preferably one hour after the time of submission on the last date of N.I.Q.

3. QUOTING OF RATE:

The participating agency should quote their rate per unit (pc/box/pkt etc.) separately for each item as per Annexure-3 in the NIQ.

- 3.2 The rate of items should be quoted in Column 5. GST charges for the item, if any should be quoted separately on Column 6.
- 3.3 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on Letter Head (**Annexure-1**).

4. EARNEST MONEY DEPOSIT: nil**5. SECURITY DEPOSIT MONEY:**

Security Deposit money, @ 5% of the total value of the contract value, must be deposited within 10 days from the date of issuance of Letter of Acceptance of the offer by way of Bank Draft/Pay Order in favour of The Kolkata Municipal Corporation A/c. KEIIP, Tr.1.

6. SOLVENCY CERTIFICATE

Successful bidder shall have to furnish Solvency Certificate for execution of such work by self-declaration on a letter head duly sealed and signed, in the prescribed format at **Annexure-2**.

7. SCOPE OF WORK

Supply of various printing and stationery items from 01.06.2018 to 31.05.2019 on yearly rate contract basis at KEIIP-KMC, 206, A. J. C. Bose Road, Kolkata – 700017 as and when required. List of such required items to be quoted by the bidders, is at **Annexure-3**.

Date of publication of Q.I.N. in Notice Board & PTB : 08.05.2018 or on the next date.
 Last date of issue of Q.I.N. : 16.05.2018 at 3.00 p.m.
 Last date of receipt of tender/Q.I.N. : 17.05.2018 at 3.00 p.m.
 Date of opening of tender/Q.I.N. : 17.05.2018 at 4.00 p.m.

8.a) OTHER TERMS AND CONDITIONS

- 8.a.1 Printing and stationery items (as per Annexure-3) should be of good quality and to be supplied timely as per WORK ORDER. Quality of goods, if not found up to the mark, deduction will attract. Decision of the KEIIP authority in this regard will be final and binding.
- 8.a.2 Department shall procure the materials in phased manner according to the requirement of KEIIP. The Authority shall have the right in procuring the whole estimated quantity or its part thereof during the contract period.
- 8.a.3 : Department shall prepare the list of items to be supplied by one or more agency/agencies based on the lowest rates quoted by them and the agency/agencies shall be intimated accordingly by issuance of LOA.

8.b) TERMS OF PAYMENT

- 8.b.1 Payment will be made by this office within 30 days from the date of submission of supply bill complete in all respects.
- 8.b.2 The payment will be made by A/c. Payee Cheque only.
- 8.b.3 Payment shall be released only after due certification from the Competent Authority that supply has been made satisfactorily.
- 8.b.4 Any prayer for revision of rate within contract period shall not be entertained and the contract shall be liable to be cancelled.

8.c) Period of contract

The contract shall remain in force for a period of one year from 01.06.2018 to 31.05.2019.

8.d) Risk and Cost. If supplier fails to supply the item or items or execute the work as per work order/contract, he/they will have to bear the excess amount if purchased from market.**9.0 EXECUTION OF AGREEMENT**

- 9.1 The successful tenderer shall enter into an agreement with the KMC, KEIIP in the prescribed format as per **Annexure-5**
- 9.2 The Agreement shall be typed on a Non-Judicial Stamp Paper of Rs.10/20 only where contract amount exceeds Rs.50,000/-
- 9.3 Execution of Agreement shall be made on furnishing of required security deposit.
- 9.4 The Agreement shall be executed within 15 days of issuance of L.O.A.

10.0 TERMINATION

Termination of a contract is liable, on following grounds: -

- (i) Canvassing in any form on the part or on behalf of the quotationer.
- (ii) If the agency fails to supply the quality materials at the contract rates or refuses to supply the items listed in the scope of work, as per work order within schedule date or during the contract period, department shall have the right to terminate the contract with the vendor at any time with 15 days notice for termination and in that case, the security deposit furnished by the vendor shall be forfeited.
- (iii) Incomplete submission of bids.
- (iv) In the event of willful negligence, refusal and/or non-performance of the terms of the contract.
- (v) In case of suppression of facts or wrongful submission of credentials, the contract is liable for termination, after due enquiry, and the vendor is liable for legal action, apart from forfeiture of security amount.

11.0 Dispute Settlement:

In the event of any dispute by and between the KMC-KEIIP and the Vendor, the decision of the KMC-KEIIP authorities would be final & binding. All disputes arising out of the contract shall be settled in Courts in Kolkata jurisdiction only.

Sd/-
Administrative Officer
PMU – KEIIP - KMC

UNDERTAKING

(on company's letter head)

Name of the work :

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Tender / Q.I.N. No. :

I/We do hereby undertake that our rate / rates quoted in the above noted Q.I.N./Tender vide my/our Ref: No..... datedshall stand valid for months. And the documents/papers submitted along with tender documents are correct and true to the best of my knowledge.

Signature

SOLVENCY CERTIFICATE

Name of the work :

.....

Tender / Q.I.N. No. :

I/We do hereby declare that I/we am/are financially solvent to execute the work, if entrusted to me / us by your authority. I/we further declare that we shall execute the work timely without any hindrance with the entire satisfaction of the authority.

Signature

SCOPE OF WORK (1) Supply of various printing and stationery items from 01.06.2018 to 31.05.2019 on yearly rate contract basis at KEIIP-KMC, 206, A. J. C. Bose Road, Kolkata – 700017 as and when required. List of such required items to be quoted by the bidders, is at **Annexure-3**.

Signature

Execution of Agreement :

Agreement on N.J.Stamp paper of 10/- / .20/- to be executed by the successful tenderer as per prescribed format. If the amount of LOA contract exceeds Rs.50,000/-.

CHECKLIST

Sl.No.	Name of the Document	Put “√” mark.
1	Quotation paper & quotation document	
2	Copy of self attested Trade Licence (latest)	
3	Undertaking to given by all the bidders for validity of offer (in company's letter head) .. Annexure-1	
4.	Copy of self-attested PAN	
	Copy of G S T Registration Certificate.	
5	Copy of self attested Credentials showing execution of similar type of work.	
6	Solvency Certificate by the agency. Annexure-2 (to be given on company's Letter Head)	
7	Scope of work (List of Articles to be filled up by the agency) ... Annexure-3	
8	Execution of Agreement, if required, shall have to be submitted by the successful bidder after receipt of L.O.A. by the agency. ... Annexure-4	

Sd/-

Administrative Officer
PMU – KEIIP - KMC

ESTIMATED COST OF PRINTING & STATIONERY ITEMS INCLUDING**TOWELS & CUPS ETC. FOR THE YEAR 2018-2019**

Sl.no.	Description of items.	Unit	Quantity Reqd.	Rate / Unit	G.S.T.	Total cost per unit	Total cost for the reqd.item
1	Cello Tape Stand.	Pc	6				
2	A-4 size H.P.Sheet (100 micron)– De'smat	pkt	3				
3	Alpin (best quality) King/Kisan make.	Pkt	12				
4	Binder Clip – 15 mm	box	12				
	25 mm	“	8				
	32 mm	“	10				
	41 mm	“	9				
	51 mm	“	5				
5	Board marker Pen (Luxer make)	pc	8				
6	Bucket – 12” size.	pc	6				
7	Waste basket (without lid)- Plastic – 12” size.	pc	18				
8	C.D.Marker Pen (B4) – Black (Faber-Castell) multimark 1523	pc	15				
9	DVD (moserbare)	pc	200				
10	C.D. bag (50 nos. capacity)	pc	08				
11	Calculator 12 digit (Orpat / Citizen)	pc	31				
12	Cloth Duster	pc	132				
13	Cotton towel (Large)	pc	55				
14	Correction fluid – tube (correction pen) – Faver Castell	pc	20				
15	Cotton towel (white) - large	pc	19				
16	Cup with plate (Bone China) .. for officers and conference room.	doz	18				
17	Cup for staff.	doz	7				
18	Carbon paper (black /blue) (Cores)	Pkt	1				
19	Flash Drive – 16 GB (HP/Sandisk)	pc	25				
20	Flash Drive – 32 GB (HP/Sandisk)	pc	22				
21	File Cover (Cobra) - Cobra	pc	194				
22	File Cover (two fold) (best quality) with channel	pc	92				
23	File Cover (four fold) (best quality) as per sample	pc	55				

24	File (Fuji) Arch File – plastic coated (as per sample)	pc	180				
25	File cover (two fold – Green – KEIP/KMC printed)	pc	700				
26	File (conference) – Clear bag 14” x 8” (with button) – A-4 size	pc	113				
27	Glass (Best quality) .. for officers & conference room.	pc	32				
28	Glue Sticks 15 Gm – Cores/Baton De Colle	pc	22				
29	Gum Bottle – 500 size	Bottle	3				
30	James Clip (30 mm size) steel.	Pkt.	34				
31	James Clip (50 mm size) steel.	pkt	21				
32	L – folder .. A4 size	pkt	12				
33	Mug for Toilet	pc	6				
34	Note sheet (KEIIP – printed) – Blue	pc	2000				
35	Paper A-3 (Andhra / Power / JK)	pc	9				
36	Paper – Legal (Andhra / Power / JK)	pc	20				
37	Paper – A-4 (Andhra / Power / JK)	pc	300				
38	Paper Weight (designed)	pc	60				
39	Pen (Blue + Black + Red + Green) (Link / Goldex Ocean Gel’)		160				
40	Pen for officers (linc – Axo/ Montex – Megatop)	pc	60				
41	Pen Flouroscent marker (2/3 colour)/ High Lighter (Fabre Castle)	pc	60				
42	Pencil Eraser – non-dust (Apsara)	pc	72				
43	Pencil (soft tips) – Apsara	pc	120				
44	Pin cushion	pc	24				
45	Punching machine – 480 (Kangaroo) small	pc	18				
46	Punching machine – 600 (Kangaroo) large	pc	12				
47	Punching machine – 800 (Kangaroo) – extra large	pc	2				
48	Punching machine (one hole)	pc	6				
49	Stock Register (large)	pc	2				
50	Register – Receipt / Despatch – 400 pages	pc	1				
51	Register – Plain (rule) – 400 pages	pc	2				

52	Register (plain – rule) – 200 pages - 100 pages - 50 pages	pc pc pc	12 4 12				
53	Register for .. attendance .. 60 pages	pc	7				
54	Rubber band 3 ½”	Bunch/p kt	12				
55	Spiral pad 1/8 size	pc	24				
56	Sponge Cup	pc	12				
57	Scale – 12” (Plastic)	pc	24				
58	Scissors – small Scissors – large	pc pc	18 6				
59	Sharpner	pc	36				
60	Stapler – Kangaroo 24/6”	pc	18				
61	Stapler – Kangaroo 10 size	pc	36				
62	Stapler Pin – 24/6 size	pkt	64				
63	Stapler Pin – 10 size	pkt	74				
64	Sticky pad (yellow) ((75mm x 50mm) 100 sheets	pkt	50				
65	Sticky pad (3 colour slips)	Pkt (10 /12 strips)	84				
66	Signature folder (as per sample)	Pc	06				
67	Stamp Pad – small (Gripex / Sulekha)	Pc	24				
68	Stamp Pad – large (Gripex / Sulekha)	Pc	02				
69	Stamp Ink (Gripex)	Pc	06				
70	Waste Paper Basket (with lid) – medium size	Pc	24				
71	Writing pad (rule / plain) 50 pages – 10”x 6”	pc	78				
72	Tag (cotton – white 6-7”)	bunch	20				

NOTE : Vendors may quote for the quantities mentioned in column 4 after taking the same rounded off according to its packaging.