



**WEST BENGAL HIGHWAY DEVELOPMENT CORPORATION LIMITED**  
(A Wholly Owned Company of Govt. of West Bengal)  
An ISO 9001, 4001 and 18001 Certified Company  
HRBC Bhawan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Munshi Premchand Sarani, Kolkata 700021  
Tel.: (033) 2262 5267, Tele Fax: (033) 2262 5266, Email: [info@wbhdcl.gov.in](mailto:info@wbhdcl.gov.in)  
Corporate Identity Number U45203WB2012SGC180687

[www.wbhdcl.gov.in](http://www.wbhdcl.gov.in)

## NIQ

**Memo No. 1585 /WBHDCL**

**Date: 27.12.2017**

### About Us:

West Bengal Highway Development Corporation Limited (A Wholly Owned Company of Govt. of West Bengal) was incorporated in April 2012 under Companies Act 1956 as a wholly owned company of the Government of West Bengal under Public Works Department. West Bengal Highway Development Corporation Limited (WBHDCL) has its registered office at HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani, Kolkata 700021, West Bengal.

WBHDCL acts as a nodal organization for development, up-gradation and maintenance of State Highways as part of the core network.

### Purpose of the NIQ:

WBHDCL is issuing a Notice Inviting Quotation (NIQ) from reputed and experienced parties for supply office stationary at HRBC Bhawan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Munshi Prem Chand Sarani, Kolkata-700021.

The quantity of the items required in this NIQ cannot be pre- determined. Hence, no Guarantee can be made for the minimum quantity of the items to be procured during the tenure of the contract. Further, WBHDCL reserves the right to procure any of the items from any other source in case of exigency, and the decision of the competent authority in this regard will be final and binding on the successful bidder.

### A. CRITERIA FOR ELIGIBILITY:

- (i) The Bidder should be in the same line of business for the last 2 preceding financial year ending 31.03.2017.
- (ii) The bidder should have supplied similar items in any one govt. organization and at least 5 organization of repute.
- (iii) The bidder should not have been blacklisted by any Govt. Organization, undertaking, Corporation etc. Undertaking for same should be submitted along with bid document as per annexure A.
- (iv) The bidder should have valid Trade License and GST registration Number on the last date of submission of bid.

### B. CONTRACT PERIOD:

- (i) The validity of the contract would be for a period of one year form the date of acceptance of purchase order.
- (ii) The WBHDCL will have option to extend the period of contract by another one year or a particular period depending on performance and satisfaction of work subject to the approval of competent authority.
- (iii) WBHDCL reserve the right to terminate the contract at any time by giving one month written notice, if the services are found unsatisfactory.

### C. RATES AND TAXES:

- (i) Applicable taxes will be paid extra
- (ii) Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.

### D. PAYMENT TERMS:

- a) Monthly invoice is to be submitted in favor of West Bengal Highway Development Corporation Limited along with supporting documents of previous month. Payment will be made within 30 days from the date of submission of invoice after necessary checking and scrutiny of the invoice.

- b) “Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017”

**E. TENDER FEES:**

The bidders shall submit a non-refundable tender fee of Rs 1,000/- (Rupees One Thousand Only ) in the form of Demand Draft or Bankers Cheque of any scheduled commercial bank in favor of West Bengal Highway Development Corporation Limited payable at Kolkata.

**F. SECURITY DEPOSIT:**

- (i) The bidder(s) shall submit the security deposit Rs. 2000/- by DD/Pay Order in favor of “West Bengal Highway Development Corporation Limited” within 7 working days of placement of order.
- (ii) WBHDCL will encash the Demand Draft/Pay Order submitted by the Bidder and will return this amount by issuing a cheque/DD/RTGS in favour of the bidder without any interest after successful completion of the work to the satisfaction of the Competent Authority.

**G. RIGHT OF INVOCATION OF SECURITY DEPOSIT:**

West Bengal Highway Development Corporation Limited reserves the right to invoke the Security Deposit at any time during its validity period in the event of failure / delay in service / breakage any sorts of operational complication of ordered supply/breach of any terms of this contract.

**H. TERMINATION OR CANCELLATION:**

WBHDCL reserves the right, at its convenience to terminate or cancel the whole or any part of the contract by giving one month advance notice thereby if:-

- (i) The Bidder supplies substandard material (i.e. the purpose for which material is procured is not served)
- (ii) The Bidder fails to comply with any of the terms of the order.
- (iii) The Bidder becomes bankrupt or goes into liquidation.
- (iv) Any receiver is appointed for the property owned by the Bidder.
- (v) On breach of confidentiality of information.

**I. CONFIDENTIALITY:**

The Bidder shall not use confidential information, the name or the logo of WBHDCL except for the purposes of providing the Service as specified under this contract.

The Bidder shall be liable to fully recompensate WBHDCL for any loss of revenue arising from breach of confidentiality. WBHDCL reserves the right to adopt legal proceedings, civil or criminal, against the Bidder in relation to a dispute arising out of breach of obligation by the Bidder under this clause.

**J. RESOLUTION OF DISPUTES AND ARBITRATION:**

- (i) Any dispute(s) or difference(s) arising out of or in connection with this contract shall to the extent possible, be settled amicably between the parties.
- (ii) All disputes or differences of which in respect of which the decision, if any has not become final or binding as aforesaid shall be settled under the provisions of Arbitration and Conciliation Act, 1996 and its subsequent amendments. The place of Arbitration shall be Kolkata. The arbitrator shall give reasoned award.

**K. JURISDICTION:**

- (i) Litigation, if any pertaining to this contract will come under the jurisdiction of the courts at Kolkata only.
- (ii) All contracts shall be deemed to have been wholly made in Kolkata and all claims there under are payable in Kolkata City and it is the distinct condition of the order that no suit or action for the purpose of enforcing any claim in respect of the order shall be instituted in any Court other than that situated in Kolkata.

## **L. FORCE MAJEURE:**

If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to a "event"), provided notice of happenings of any such event is duly given by party seeking relief under this clause to the other party within 7 days from the date of occurrence, neither party shall by reason of such event be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such nonperformance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end of ceased to exit and the decision of the WBHDCL as to whether the deliveries have so resumed or not shall be final and conclusive provided further that if the performance in whole or in part or any obligation under the contract prevented or delayed by reason of any such event for a period exceeding 60 days the WBHDCL may at his option terminate the contract.

## **M. FRAUD AND CORRUPT PRACTICES:**

The Bidders and their respective officers, employees, shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this NIQ, WBHDCL shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") during the Selection Process, or after the issue of the Letter of Award or the execution of the Contract.

## **N. TERMS AND CONDITIONS:**

- (i) The Bidder(s) shall hereby indemnify and will keep us indemnified against all acts of omission or negligence, dishonesty or misconduct of the workmen /staff engaged by him/her for work at our office / premises and we shall not be liable to pay for any damages or compensation to any employee of the bidder(s) such person or to third party. The Bidder(s) shall at all times indemnify us against any claim whatsoever which would arise under any status or under any provision of the laws of the land.
- (ii) WBHDCL will not be responsible for any injury or loss of life of the persons deployed for delivery of stationery items. The Bidder will have proper insurance against any injury or loss of life of his/her personnel (directly or indirectly originated from their assignment with WBHDCL).
- (iii) No modification or substitution of the submitted bids shall be allowed. WBHDCL reserves the right to retain bids once submitted. It is clarified that bids once submitted will not be returned to the bidder.
- (iv) All entries in the tender forms should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. Minor correction, if any, made in the form will be allowed only if the same is endorsed by the bidder with his signature. However, no corrections including overwriting or striking out will be permitted in the Financial Bid. In such cases, the tender shall be summarily rejected.
- (v) Terms and conditions of the contract may be modified with the written consent of the Bidder by the West Bengal Highway Development Corporation Limited (WBHDCL) as and when necessary without affecting the basic nature of this Tender.
- (vi) The successful Bidder shall comply with all instructions/direction/rules and regulations of any statutory authority and discharge all obligations, imposed upon him by the statutory authorities or under any law and shall indemnify the Institute and officers/employees from any claim or consequences/damages for any lapse or non-compliance thereof.
- (vii) During the tenure of this Contract period, no extra charges on whatever grounds are to be admitted by us. Rate shall be firm and shall not be subject to any escalation due to any reasons whatsoever.
- (viii) Bidder will be disqualified unless they furnish the particulars and enclose authentic copies of documents as asked for in the form of particulars.
- (ix) WBHDCL reserves the right to accept or reject any/all the tender without assigning any reason whatsoever.
- (x) Any terms or conditions given by the bidder which is in contravention to the terms contained in the NIQ shall not be accepted and shall be treated as null and void.
- (xi) A tender being submitted by a Firm / Company/Individual must be signed in the following manner:-
  - (a) In case of Firm – By each of the partners thereof and in the event of absence of any of the partners it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so. Certified copies of Registration Certificates, Partnership deed and Power of Attorney shall have to be furnished when the tender is to be considered for acceptance (not with the tender).
  - (b) In case of Company – By Director or any other person duly authorised by the Board Members in this regard. Certificate of Incorporation, Board Resolution shall have to be furnished when the tender is to be considered for acceptance (not with the tender).
  - (c) In case of Individuals – By the proprietor.
- (xii) The bidder shall quote rates considering standard quality of product. WBHDCL reserves the right to seek any kind of clarification from the bidder before issuance of any Work Order.

- (xiii) Minimum standard of material will need to be delivered by the selected vendor. The firms must not make any compromise on quality they supply. In case it is found at some stage that the quality of the products is below the quality of product already approved during the time of issuance of LOA, the contract is likely to be cancelled and suitable penalty imposed on the firm, as decided by the WBHDCL, which can extend to black listing of the firm also.

**O. INSTRUCTION FOR SUBMISSION OF BID DOCUMENT:**

The bid shall be submitted in two parts:-viz, Technical Bid & Financial Bid

**(A) Technical Bid should contain:**

- i. Copy of Trade License
- ii. Copy of PAN Card
- iii. Copy of GST registration with valid 15- digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act, 2017
- iv. Copy of supply orders as mentioned clause A
- v. Draft/Cheque of Tender Fees
- vi. Declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any Govt. Agencies on letterhead. (As per Annexure-A)

**(B) Financial Bid which contain:**

- (i) Price Quotation as per Annexure-B
- (ii) Both the bids should be submitted in two separate sealed envelopes super scribed as “Technical Bid for Supply of Stationary Item” and “Financial Bid for Supply of Stationary Item”. A non-refundable tender fee of Rs 1000/- (Rupees One Thousand Only ) in the form of Demand Draft or Bankers’ Cheque only of any scheduled bank in favor of West Bengal Highway Development Corporation Limited should be in third envelope along with covering letter and it should be superscripted “Supply of Stationary Item”. All three sealed envelopes should be put in a fourth sealed envelope and should be super scribed “Supply of Stationary Item” and submit the same addressing to The Director (Administration), West Bengal Highway Development Corporation Limited, HRBC Bhavan,4th & 5th Floor, Munshi Prem Chand Sarani, Kolkata - 700021 latest by 2PM on 08.01.2018

**P. CRITERIA FOR SELECTION OF BIDDER:**

- i. The contract shall be awarded to a single firm. The rate quoted by each firm shall be multiplied by the weightage assigned to each item of work to arrive at the weighted value of quote. Sum total of this weighted value of quote in respect of each item shall be taken as the weighted amount quoted by the firm. a single firm shall be chosen as L1 on the basis of lowest “ weighted amount of quote”
- ii. The bid shall be summarily rejected, if a bidder fails to quote rate or quote “0” against any of the item of work given in the NIQ.

**N.B. TENDER WILL BE OPENED AT 16.00 HRS. ON 09.01.2018.PARTICIPATING BIDDERS ARE REQUESTED TO ATTEND.**

Annexure A

UNDERTAKING

(Original signed copy on company letterhead)

Letter No. \_\_\_\_\_ Dated: \_\_\_\_\_

To,  
Director (Administration),  
West Bengal Highway Development Corporation Limited  
HRBC Bhavan  
4th & 5th Floor, Munshi Premchand Sarani  
Kolkata-700021

Dear Madam,

We declare that our Company / LLP / Partnership / Society / Proprietorship (name of the bidder)/suppliers has not been blacklisted by any Central / State Government Department / Public Sector Undertaking.

Sincerely,

Signature of authorized person with seal

Full Name:

Date:

Place:

**A. List of Essential Items:**

<b>Sl. No.</b>	<b>Item description</b>	<b>Weightage</b>	<b>Rate (per piece/packet) (Rs. in figure)</b>
1	Folder File with flap (Printed with name & logo)	7357	
2	Arch File (Printed with name & logo)	1714	
3	Clip File(Printed with name & logo)	2857	
4	Channel File	943	
5	Register No.2(Printed with name & logo)	25	
6	Register No.4(Printed with name & logo)	171	
7	Register No.6(Printed with name & logo)	25	
8	Register No.8(Printed with name & logo)	29	
9	Register No.12(Printed with name & logo)	57	
10	Pen (Red/Blue/Black/Green) Gel	786	
11	Pencil HB	286	
12	Eraser	286	
13	Stapler Big(HD 1217)	14	
14	Tag	57143	
15	Glue Stick	314	
16	Punching Machine	57	
17	Pen Stand	25	
18	Alpin	100	
19	Jems Clip	129	
20	Page Marker2X3	1000	
21	Page Marker3X3	1000	
22	Page Marker4X3	471	
23	Permanent Marker Pen (Various Colours)	114	
24	Highlighter (Various Colours)	86	
25	CD & CD cover	143	
26	Ink Pad for stamp	86	
27	Correction Ink Pen/ whitener	71	
28	Cello Tape(0.5"/1.5" wide)	171	
29	Pencil Sharpener	500	
30	Stock Register (8 No.)	100	
31	Stapler Pin (10 -1M)	1000	
32	Card holder	71	
33	Paper weight	100	
34	White Board Marker	100	
35	Envelope brown 11 X 5	50	
36	Dummy Paper	100	
37	DVD with packet (each)	143	
38	Cello tape -48 mm (brown)	14	
39	Cello tape -48 mm (yellow)	100	
40	Cello tape- Green	100	
41	Cello tape - Blue	100	
42	Button Folder	514	
43	Red band for file	7000	

44	Plastic clip folder (A4)	1500	
45	D-ring arch file	500	
46	Legal size plastic ring file	50	
47	Expansion folder	50	
48	Both side gum tape	29	
49	Minute sheet (32cm x 21 cm)	100	
50	Stamp pad ink bottle (Black and Blue)	25	
51	Marker pen (Green/Red/Blue/Black)	143	
52	Prompt (3X 3)[ Post it highlighter flag]	25	
53	File spring plastic	25	
54	Basana (To wrap file)	25	
55	Stapler - Medium Size(Jumbo HP 45)	200	
56	Attendance Register(Printed with name &logo)	25	
57	Magnifying glass	25	
58	Plotter Roll - A0	43	
59	Dak despatch register- 12 no.	50	
60	Dak receive register-12 no.	50	
61	Plastic Box- File	25	
62	Signature Pad	25	
63	Dustbin	25	
64	Cover File	171	
65	Photocopy Paper – A4 (-75 GSM)	3629	
66	Photocopy Paper – A3(-75 GSM)	71	
67	Photocopy Paper – Legal (-75 GSM)	114	
68	Register No. 24(Printed with name &logo)	25	
69	Register No. 36(Printed with name &logo)	25	
70	Use and Throw Pen (Red/Blue/Black/Green)	1429	
71	Stapler Small No.10 (Kangaro) etc	43	
72	Duster- Cloth	50	
73	Scissors- Medium size	50	
74	Water Sponge	50	
75	Binder Clip 19 mm (1 doz.)	143	
76	Binder Clip -25mm (1 doz.)	57	
77	Binder Clip 32 mm (1 doz.)	229	
78	Binder Clip 41 mm (1 doz.)	29	
79	Binder Clip 51 mm (1 doz.)	29	
80	Scale (plastic- 30 cm)	143	
81	Scale (Stainless steel - 30 cm)	100	
82	Stapler pin 23S/17 (Kangaro)etc.	100	
83	Stapler pin 24/6 (Kangaro)etc.	100	
84	Rubber band	50	
85	L shaped folder	1486	
86	Tube gum (Fevi gum)	200	
87	Photo paper 180 GSM	14	
88	Refill (Black/Blue/Red/Green)	100	
89	Plotter Roll - A1- 100 GSM	14	
90	A4 Paper 100GSM Bond	14	
91	Towel- Big	86	
92	Measurement Tape	20	
93	One hole puncher	100	

94	Sketch Pen	100	
95	Automatic Numerator	14	
96	Pieree cardin pens etc	286	
97	Minutes Book hard binder	50	
98	Calculator- Scientific (82 MS)	25	
99	Pencil led .5	25	
100	Executive Bond -85 GSM	200	
101	Index Register16 no.	100	
102	Luxor Signing Pen	50	
103	Index Register with number (6 no)	25	
104	Index Register with number (12no)	50	
105	Index Register with number (14no)	25	
106	Numbering Ink	100	
107	Battery Duracell(AA)	200	
108	Battery Duracell(AAA)	200	
109	Separator	100	
110	(i) Photocopy Paper – A4 (-100 GSM)	100	
111	(ii) Photocopy Paper – A4 (-75 GSM)	3000	
112	(i) Photocopy Paper – A3 (-100 GSM)	25	
113	(ii) Photocopy Paper – A3(-75 GSM)	200	
114	(ii) Photocopy Paper – Legal (-75 GSM)	200	
115	12 Digit Normal Calculator Casio MJ 120D	200	
116	Executive Bond -100 GSM	100	
117	Note sheet paper (Printed with name & logo)	400	
118	Water Bottle	200	
119	Registers (Visitor book S/E)(Printed with name & logo)	25	
120	Registers (Pay Register)(Printed with name & logo)	25	
121	Registers (Fine XXI)(Printed with name & logo)	25	
122	Registers (Overtime XXIII)(Printed with name & logo)	25	
123	Registers (Damage & Loss XX)(Printed with name & logo)	25	
124	Registers (Leave Register)(Printed with name & logo)	25	
125	Registers (PF 09) (Printed with name & logo)	25	
126	File Arch (Plastic)	25	
127	DVD Bag	25	
128	Punching machine No. Dp-700	25	
129	Pen Drive (8 GB)	25	

**N.B:- For any clarifications regarding any item bidders are requested to confirm the same from WBHDCL's office before submission of quotation.**

Signature of authorized person with seal

Full Name:

Date:

Place: