

WEST BENGAL JOINT ENTRANCE EXAMINATIONS BOARD

AQ-13/1, Sector – V, Salt Lake City, Kolkata – 700 091.

Phone No. : 2367-1199

REF. : WBJEE/PUR/06/18

Dated: 27/03/2018

Tender Notice for supply of Stationary articles

Sealed quotations are invited from bonafide parties / Consumer Co-operative Society for supply of following **Stationery articles** on or before **09.04.2018 upto 2:30 p.m.**

REQUIREMENT LIST FOR STATIONARY ARTICLES FOR THE YEAR 2018		
Sl. No.	List of Stationary Articles	Requirement (Tentative)
1	Battary (A.C. Remote Control)	20 Pcs
2	Battary (Calling Bell)	20 Pcs
3	Battary (Nippo) 1.5 Volts	20 Pcs
4	Binder Clipe (1")SGM Brand	10 BOX
5	Binder Clipe (3"/4") SGM Brand	10 BOX
6	Bleaching Powder (1 pkt. = 500 gms.)	12 Pkts
7	Boric Cotton Wool (Net) (25 gms. Gross)	12 Pcs
8	Brown Tape (2") Wonder-555 Brand	10 Pcs
9	Candle (6 in a pkt) Taj Brand	20 Pkts
10	Cloth Duster (24"x24") (Good Quality)	144 Pcs
11	Coconut Broom	12 Pcs
12	Data Binder (2Ring Clipe Folder with Pkts)	30 Pcs
13	Detergent (Surf-Pouch) 13 gms.)	100 Pcs
14	Dettol (60 ml.)	24 Pcs
15	Dish Wash Shop (Good Quality)	10 Pcs.
16	Dot Pen (Best Quality) - Black (Forte) (1 pkt. = 20 Pcs.)	6 Pkts.
17	Dot Pen (Best Quality) - Blue (Forte) (1 pkt. = 20 Pcs.)	12 Pkts
18	Dot Pen (Best Quality) - Green (Forte) (1 pkt. = 20 Pcs.)	3 Pkts.
19	Dot Pen (Best Quality) - Red (Forte) (1 pkt. = 20 Pcs.)	4 Pkts
20	Double Punching Machine (kangaro Brand, 8 C.M.)	10 Pcs
21	Envelope (10"x5") Plain	3000 Pcs
22	Eraz-Ex (White) 15 ml. (Brand - Kores)	25 Pcs
23	Fevicol Tube (50gm)	3 Pcs
24	Fevi Stick (Fevicol Brand) (15 gms.)	50 Pcs
25	File-Arch (Good Quality)	30 Pcs
26	Flat File (Good Quality)	20 Pcs
27	Flower Broom(Good Quality)	10 Pcs
28	Gems Clip (Coloured) (Good Quality)	10 Boxes
29	Glass (Tambler) Year Brand	4 Dozens
30	Handwash Liquide Soap (Brand - Dettol) 225 ml.	12 Pcs
31	Jute Thread (5 ply)	25 Kgs.
32	Knife (Razor Brand)	20 Pcs
33	Letter Head Pad (1/4 size) (50 pages = 1 pad)	50 pads
34	Letter Head Pad Fs (50 pages = 1 pad)	10 Pad
35	Lifebuoy Soap (125 gms)	50 Pcs
36	Marker Pen - Black (Kores - Permanent)	10 Pcs
37	Marker Pen - Red (Kores - Permanent)	20 Pcs
38	Mop Wiper (Good Quality)	10 Pcs
39	Notice Board With Pin (Good Quality)	2 Pcs
40	P.P Clear Folder (Sun Brand)	2 Bundles
41	Pencil Cutter Machine (Nataraj)	20 Pcs
42	Plastic Mug (Good Quality)	12 Pcs
43	Report File (A4)	30 Pcs
44	Room Freshner (Premium Sandal) (125 gms.)	30 Pcs
45	Rubber Band 2" Lilon (Good Quality)	1 Pkt
46	Scissor (Good Quality)	12 Pcs
47	Scotch Brite or Equivalent	10 Pcs

48	Scotch Tape 1" Wonder-555 Brand	5 Pcs
49	Spoon (Steel Good Quality)	5 Pcs
50	Spring File(A4)	20 Pcs
51	Stapler Machine (Big), Kangaro	5 Pcs
52	Toilet Brush (Pan) (Good Quality)	05 Pcs
53	Toilet Cube (A-1 Brand) Net weight 300 gms.)	20 Pkts
54	Transparent cello tape 1" Wonder-555 Brand	5 Pcs
55	Water Wiper (Good Quality)	5 Pcs
56	White Board Marker (Black, Blue, Gernn, Red)(Good Quality)	2 Pcs Each
57	Xerox Paper (Fs) Bilt Brand, Copy Power	5 Reams
58	2 ply Paper(With Carbon) shrusti brand, premium Computer Paper	2 Box
59	5 Super- Fluorescent (Highlighter)	2 Pkts
60	Board Pin (Metal / Plastic)	3 pkts

Terms & Conditions given below :

- 1) The sealed quotations are to be accompanied with the money receipt of earnest money amounting to **Rs.5000 (refundable)** only which will have to be deposited in the form of Demand Draft to be drawn in favour of "West Bengal Joint Entrance Examinations Board" Payable at Kolkata.
- 2) The rate should be quoted including delivery charges and other charges, if any. Quantity may vary as per exigency and necessity.
- 3) The photo copies of the following documents are to be accompanied with the quotation.
 - a) **Valid Trade License Certificate** (b) **PAN Card**. (c) **GST number** (d) **Bank A/c.No., IFSC Code and Bank Branch**. (e) **Income Tax return for the year 2017-18**.
- 4) The sealed quotation mentioning Tender Notice No. on the top of the envelop is required to be dropped in the tender Box in the Office (8th floor) **within 09.04.2018 upto 2:30 p.m.**
- 5) The delivery will have to be made within 7 days from the receipt of the order otherwise the work order will stand cancelled and the offer will be given to the second lowest bidder of the specific article and the earnest money deposited by such supplier will be forfeited subject to valid / justified reason.
- 6) Payment will be made within 15 days on receipt of the bill in duplicate subject to rendering satisfactory service and maintenance of quality as per specifications. All payment will be made through RTGS/NIFT mode.
- 7) A Security Deposit @ 2% of the total cost of the order value to be deposited in the form of Demand Draft to be drawn in favour of "West Bengal Joint Entrance Examinations Board" payable at Kolkata within five days from the receipt of the work order (refundable on satisfactory completion of the job). Security Deposit will be forfeited, if the selected party is failed to supply the ordered material (s) within the stipulate time.
- 8) The rate will be valid **upto March'2019**.

Sd/-

Registrar

West Bengal Joint Entrance Examination Board

**N.B. For any clarification , please contact Purchase Section of the Office(8th Floor).
For sample collection, please contact Store-in-Charge of the office (6th Floor).**