



Office of the West Bengal Nursing Council

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No. ১১৭ / 44A / NC  
From: Registrar, West Bengal Nursing Council.

Date: ২১/০৪/১ 2022

**TENDER NOTICE FOR OFFICE STATIONARIES & COMPUTER CARTRIDGES**

Sealed tenders are invited in two-bid system i.e. "Technical Bid" & "Financial Bid" of behalf of West Bengal Nursing Council for providing office stationaries & Computer Cartridges.

1. Sealed Tenders with separate envelopes clearly superscripting on it 'Technical Bid' and 'Financial Bid' duly filled in the enclosed proforma in **Annexure-I and III** respectively and addressed to the under Registrar, West Bengal Nursing Council, Purta Bhawan, 3<sup>rd</sup> floor, Room no. 302, DF Block, Salt Lake City, Sec-I, Kolkata-91, should reach latest by **2:00 PM on 11-05-2022** in **WBNC** office.
2. The tender will be submitted both the bids simultaneously by the same date of receipt i.e. **2:00 PM on 11.05.2022**. Both the bids should be put in separate and duly sealed envelopes superscripting clearly Technical and Financial Bids respectively and put together in third envelope superscripting Technical and Financial Bids for three years contract of Office Stationaries and Computer Cartridges. The main covers should be wax sealed.
3. The tenders can submit the bid either directly or through their authorized representative. In case, the tender is submitted by the authorized representative of the tenderer, then the tender shall be signed and submitted by authorized representative under legal power of attorney from the tenderer. The sealed tenders can be submitted in the receive section at the WBNC office during normal working hours.
4. Tender received after the prescribed time and date shall not be entertained. The office of the WBNC will not responsible for the postal loss/delay.
5. The technical bids shall be opened on **18.05.2022 at 4.00 PM** in the Registrar's desk by a committee constituted for the purpose by the Registrar, WBNC.
6. The Financial bids of only those tenderers who qualify the conditions for technical bids shall also be opened. The financial bids shall be opened on the same day **18.05.2022 at 4.00 PM**. The financial bids shall also be opened by a committee constituted for the purpose by the Registrar WBNC.
7. The WBNC reserves the right to accept or reject in part or in full or all the tenders at any stage without assigning any reason therefore.
8. The cost of tender is nil. The tender documents are not transferable.
9. The undersigned shall be the accepting officer and hereinafter referred to as such for the purpose of this contract.



10. The annexures hereto should be filled-up and annexure-I be put with technical bid cover while Annexure II be put with financial bid cover.

11. All the bidders are therefore required to submit their offers in two covers as under:-

(a) **FIRST COVER ( TECHNICAL BID)** should contain the following details:- as prescribed in Annexure-I

- (i) Tender documents duly completed and signed BUT WITHOUT INDICATING THE RATES QUOTED.
- (ii) Details of E.M.D. –
- (iii) Performance statement for last three year along with supporting documents (Trade License)
- (iv) Copy of PAN No.
- (v) GST Registration Number copies
- (vi) Registration Certificate of the firm
- (vii) Attested copy of power of attorney (if applicable)
- (viii) Partnership Deed in case of partnership firm.
- (ix) Name & Address of the firm/All partners/ Directors/ Proprietor as the case may be.
- (x) ITR of last three financial year i.e., 2018-2019, 2019-2020, 2020-2021
- (xi) Professional Tax Registration Certificates.
- (xii) Documents in support of annual turnover Rs. 2,000,00 or more

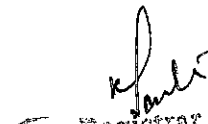
(b) **SECOND COVER ( FINANCIAL BID)** should contain the financial offer giving following details:- as in Annexure-III

- (i) Bidders shall submit along with the tenders the Undertaking for not black listing as Annexure-I together with Technical Bid, Technical Bid not accompanied with the requisite undertaking for not blacklisting Form shall be rejected.
- (ii) Bidders registered under Micro and Small Enterprises (MSEs) as defined in MSME Department of Micro, Small and Medium Enterprises (MSME) are exempted from submission of EMD upon submission of valid Registration certificates along with technical bid.
- (iii) Successful bidder will be required to submit interest free security deposit in form of SBI Bank Demand Draft.
- (iv) In case of any dispute, the decision of the WBNC will be final and binding.
- (v) All payments to the firm shall be released by the WBNC on the basis of work on monthly basis, the entire amount will be paid through NEFT to the Bank Account.
- (vi) **EMD:** Each tenderer must be accompanied by an Earnest Money of Rs. 5000/- (Rupees Five Thousand Only) should paid through SBI Bank Demand Draft. The Demand Draft should be in favour of West Bengal Nursing Council, payable at Kolkata. The EMD will be refunded to all tenderer after award of the work. WBNC shall not be liable to pay any interest on the amount of EMD deposited by the tenderer.
- (vii) **Security Deposit:** The successful tenderer has to deposit an amount Rs. 10,000/- (Rupees Ten Thousand only) as Security Deposit paid through SBI Bank Demand Draft within seven days of issue of the acceptance letter. The Demand Draft should be in favour of West Bengal Nursing Council, payable at Kolkata. WBNC shall not be liable to pay any interest on the Security Deposit and it will be refunded only after satisfactory completion of contract period. If the service provided by the party is not satisfactory, the Security Deposit of the party will be forfeited and the order for Stationery work will be given to other party at his risk & cost.



## TERMS & CONDITIONS:-

1. The specifications of Stationery items and Computer Cartridges ordered by the tenderer must tally with the specifications mentioned in the tender document (**Annexure"III"**)
2. Supplies shall be accepted subject to the complete satisfaction of WBNC. Any defect found in the materials /stores supplied will render the supplies open to rejection and decision of the WBNC shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the Council.
3. The bidder should have minimum annual turn over of Rs.5,000,00 (five lakhs) for the last three years.
4. The vendor must enclose a tender specific original authorization from the manufacture.
5. Bidder should have an office at Kolkata for further support.
6. Firm should submit Sales Tax no. , GST No. , PAN No. and others related documents along with the bid.
7. Comprehensive support has to carry out by the selected vendor.
8. The WBNC will award the contract to the vendor who will offer lowest rate in total of all rates.

  
Registrar  
West Bengal Nursing Council



**Annexure" I "**

**TECHNICAL BID**

- 1. Name of Firm : \_\_\_\_\_
  
- 2. Addresss for Correspondence : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 3. Tele. No. & E-mail address : \_\_\_\_\_  
\_\_\_\_\_
  
- 4. Person responsible for conduct of business: \_\_\_\_\_
  
- 5. PAN NO. : \_\_\_\_\_
  
- 6. GST No. : \_\_\_\_\_
  
- 7. Sale Tax No. : \_\_\_\_\_
  
- 8. Annual Turnover : 2018 – 2019 \_\_\_\_\_  
2019 – 2020 \_\_\_\_\_  
2020 – 2021 \_\_\_\_\_

I \_\_\_\_\_ Proprietor / Partner / Director of \_\_\_\_\_

\_\_\_\_\_ (name of the company/ firm) hereby declare that the

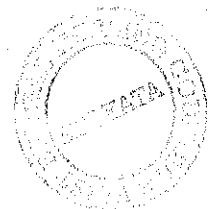
information on given in this form is true and correct to the best of my knowledge of belief.

Dated : \_\_\_\_\_

Signature : \_\_\_\_\_

(Designation of Authorized  
Representative with seal )

Place : \_\_\_\_\_



**Annexure " III "**

**FINANCIAL BID**

Sl. No.	Specifications	Approx. Quantity	Rate of particulars(@)	Total Cost + GST
01.	A4 Size white paper(Copy power/HP/JK ) 75 GSM	1 Ream/ Packet		
02.	Legal size white paper (HP/JK) 75 GSM	Do		
03.	Loose sheet A4 size green colour, 75 GSM	Do		
04.	Loose sheet A4 size light pink colour,75 GSM	Do		
05.	Loose sheet A4 size yellow colour, 75 GSM	Do		
06.	Loose sheet A4 size light blue colour, 75 GSM	Do		
07.	Cartridge Black Colour No.88A (HP)	1 Pcs		
08.	Cartridge Black No 126 A,	1 Pcs		
09.	Cartridge colour (C,Y,M) 126 A	3 Pcs		
10.	File board	1 Pcs		
11.	File Tag cotton ( 12")	1 Bundle		
12.	Paper seal (Brown Celotape)	1 Pcs		
13.	Transparent Celotape	1 Pcs		
14.	White & Brown envelop small size(13 c.m./28 c.m.)	1 bundle per colour		
15.	Gel Pen and refill (Black)	Packet 50		
16.	Use & throw (black & red)pens (4G)0.5mm	Packet 100		
17.	Big (HD-45) & Small size (10) (Kangaro) Stepler	1+1 Pcs		
18.	Big (24/6-1M) & Small size (10-1 M) (Kangaro) Stepler pin	1+1 Box		
19.	Bell Clips 30 mm	1 Box		
20.	Office twine Sutli (655 No.)	1 Box		
21.	Metalic Clip File(Cobra ) big size	1 Dozen		
22.	Four folded cover file big size	1 Dozen		
23.	Four folded cover file medium size	1 Dozen		
24.	Stamp pad (Faber Castell)110mm x 69 mm (Blue & Black)	1+1 Box		
25.	Plastic Clip	1 box		
26.	Marker pen (Jumbo) & CD Marker Pen	1+1 Packet		
27.	Brown paper	1 Dozen		
28.	Binding Plastic bands with binding clip	1 Band		
29.	Cloth duster	1Pcs		
30.	Pencil, Eraser, Sharpners	1+1+1 Box		
31.	Whitner (Faber Castell)	1box(set10)		
32.	Monitor Cover set	1 Set		
33.	Gum (Kores Superior Adhesive Paste) & fevistik	1 Bottle + 1 box(set 10)		
34.	Punching Machine Kangaro 280	1 Pcs		
35.	Calculator (Orpat)	1 Pcs		
36.	Cartridge model no.MFC-9140 CDN,WF-C5790	PER PCS.		

**[Any other additional items may be furnished later]**

Date:

Place:

Seal & Signature of the Tenderer



Annexure" II "

**UNDERTAKING**

(Original signed copy on company letterhead)

Letter No. \_\_\_\_\_

Dated: \_\_\_\_\_

To  
The Registrar  
West Bengal Nursing Council,  
Purta Bhavan, 3<sup>rd</sup> Floor, Room No-302,  
DF Block, Salt Lake City, Sector-I  
Kolkata-700091

Subject: **Declaration Letter for Stationaries & Computer Cartridges For WBNC**

Sir/Madam,

This is to notify you that our Company/Vendor/Partnership/Proprietorship < Name > intends to submit a proposal in response to EoI for **Stationaries and Computer Cartridges** for **WBNC**, we also declare that our **Company/Vendor/Partnership/Proprietorship has not been blacklisted by any Central/State Government Department/Public Sector Undertaking or Municipal Corporation.**

**STAMP of Firm & Signature of authorized person**

