



Tea Board

14, Biplabi Trailokya Maharaj Sarani,
(Brabourne Road)
Kolkata – 700 001.

Sub : Procurement of Stationery items for the year 2013- 14 **Tender No.1.**

Sealed tenders are invited from manufacturers/authorized distributors/dealers for supply of **Stationery and other items to Tea Board, Kolkata as per the list at Annexure I**, The approximate value of annual procurement is **Rs. 8 lakh**.

2. Bidders have to deposit the Earnest Money Deposit (EMD) Rs.5000/- value in the form of Demand Draft in favour of '**Tea Board**' payable at Kolkata.
3. Minimum Eligibility of the bidders

Bidders should -

- (i) be an Indian company/firm engaged in supplying **Stationery and other items** in Kolkata and having its office(head office/ regional/Branch Office) in Kolkata.
- (ii) have minimum **three years** of experience of supplying the said **Stationery and other items** in bulk to the offices/departments of the Government of India (Copies of two Purchase Orders received from Govt. depts./ PSUs during each of the last three years should be enclosed)
- (iii) not have been blacklisted by the Depts/Ministries of the Govt. of India/PSUs (Declaration has to be submitted in the specified format in Annexure-I)

4. Documents / Certificate etc.

The bidders are required to submit technical bid enclosing therewith photocopies of following documents, failing which their bids will be summarily rejected and will not be considered any further.

- (a) Registration Certificate as per existing norms (indicating the legal status- company/partnership concerned, e.t.c.)
- (b) Copy of CST/VAT/TIN Registration Certificate;
- (c) Copy of PAN Card;
- (d) Copies of Income Tax Return filed for last two financial year;
- (e) Proof of experience in supplying to Government Department (Copies of two Purchase Orders received Govt. depts./ PSUs during each of the last three years should be enclosed)
- (f) Bidder should submit one sample of each items against which the bid has been made.
- (g) Declaration regarding blacklisting or otherwise.(**Annexure II**)

5. The tender document can be downloaded from the website of Tea Board i.e. www.teaboard.gov.in Bidders are requested to go through the terms & conditions contained in the bid document. There is no tender fee nor is any fee required to be paid at the time of submission of the bids.

6. The tender, complete in all respects, should be submitted along with supporting documents in sealed envelopes addressed to the Secretary, tea Board, 14 BTM Sarani, Kolkata 700 001, must reach on or before **06.08.2013 by 1500 hrs.** Bids should be hand delivered deposited in the Tender Box kept at Ground floor at the afore mentioned address on or before the said date.

7. Tea Board reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum if any will be uploaded onto website of Tea Board only. The decision of LSS, in this regard, shall be final and binding on all.

Note: Last date of Tender submission	:	06.08.2013	by 1500 hours
Opening of Tender	:	07.08.2013	by 1600 hours

TERMS AND CONDITIONS OF THE TENDER

1. Application

The general conditions shall apply in contracts made by the Purchaser for the procurement of Goods.

2. Standards

2.1 The goods supplied under this contract shall confirm to the standards prescribed specifications mentioned there against the goods in bid.

2.2 The bidder should furnish the full specification of the goods such as **weight, dimensions, unit, length, colour/ shade, make/ brand etc.** offered in the tender. No change shall be permitted after opening of bids.

3. Liquidated damages

Should the supplier fails to deliver the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 0.5% of the value of the delayed supply with reference to the delivery date given in the Purchase Order up to 7 days and thereafter at the rate of one percent (1.0%) of the value of the delayed supply for each week of delay or part thereof.

4. Force Majeure.

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, either party may, at its option, terminate the contract.

5. Termination for Default

5.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part ,if

- (a) the supplier fails to deliver any or all the goods/items within the time period(s) specified in the P.O., or any extension thereof granted by the purchaser;
- (b) the supplier fails to perform any other obligation(s) under the Contract; and
- (c) the supplier, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the purchaser.

5.2 In the event the purchaser terminates the contract in whole or in part pursuant to para 5.1 the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar goods. However the supplier shall continue the performance of the contract to the extent not terminated.

6. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the supplier, without compensation to the supplier. If the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

7. Set Off

Any sum of money due and payable to the supplier under this contract may be appropriated by the purchaser or the Tea Board or any other person(s) contracting through the Purchaser and set off the same against any claim of the Purchaser or Te Board or such other person or person(s) for payment of sum of money arising out to this contract or under any other contract made by the supplier with the Purchaser or Tea Board or such other person(s) contracting through the Tea Board.

8. Settlement of disputes

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Secretary , Tea Board or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

9. Mode of Payment.

9.1 Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the Tea Board. Payment will be made direct to the supplier through **A/c payee cheque or RTGS.**

9.2 No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

10. Change in quantity. assigning any reason whatsoever.

10.1 Tea Board reserves the right to award the contract to more than one bidder.

10.2 Tea Board reserves the right to relax/withdraw a quantity given in the bit, is approximate .it may likely to vary

11. Purchaser's Rights

11.1 The Tea Board reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

11.2 If a firm after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. EMD shall be forfeited.

12. Delivery

12.1 The delivery of the product has to be staggered over the year as given below-

- (i) Immediately after placing supply Order - 25% of the total quantity
- (ii) Three months thereafter - 25% of the total quantity
- (iii) Three months thereafter - 25% of the total quantity
- (iv) Three months thereafter - 25% of the total quantity

However, Tea Board reserves the right to change the above schedule of supply depending upon their urgent requirement especially during Parliament Session. In case, the firm fails to supply the required quantity **within 2 working days** from the receipt of supply order, the material will be procured from other sources and the difference of cost, if any, will be recovered from EMD by issuing notice and necessary action for **blacklisting** the firm will also be taken.

12.2 The Tender Committee of Tea Board shall inspect the items on receipt to examine whether the items supplied are in conformity with the sample approved in terms of quality, size, colour, shade, dimensions, etc before issuance of the same to the officers/ staff of the Purchaser. In case the inspection team rejects the consignment for not conforming to the approved sample the supplier has to replace the consignment ensuring conforming to the approved sample within the given time.

13. Penalty for substandard / inferior quality.

13.1 If it is found that items are fake or of substandard quality and not conforming to the required specifications, the firm, will not have to replace the fake/substandard items with genuine ones but they will also be liable to be blacklisted.

13.2 If the selected bidder/firm does not supply the items/ does not make available within the stipulated period as may be indicated by the Purchaser, the Purchaser reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred by the purchaser and the EMD submitted by the bidder will be forfeited.

14. Validity of rates.

Rates quoted should be valid for one year from the date of awarding of the contract. Bids quoting the rates valid for periods less than one year will be considered non responsive.

15. Supply in original packing.

The items (wherever applicable) shall be supplied in original packing from the manufacturer clearly indicating quality no., name of company, manufacturing date & Price. The supply shall be completed as prescribed in Purchase Order.

16. General/Others.

16.1 In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the order will be terminated forthwith without any notice and EMD will be forfeited.

16.2 The bidders will be bound by the details furnished by him / her to Tea Board while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of contract.**

**Secretary
Tea Board**

To Website:

Annexure - I

Subject: Procurement of Stationery Items for the year 2013-14

The Tea Board requires the stationery items/Cleaning materials/Crockery as shown in the table for its use. These items are generally purchased on month-to-month basis.

Name of the Stationery Items

Sl No.	Name of the item/ specification	Unit	App.Rqrmnt/ annum	Brand Name	Rate/unit
1	Ball Pen (Reynold/Faber-Castell or similar)	Nos	800		
2	Ball Pen refill (Reynold/Faber-Castell or similar)	Nos	600		
3	Candle (6 pcs per pkt) 9"	Pkt	76		
4	Gel Pen (0.5) – Cello/Faber Castell	Pcs	200		
5	Gel Refill – Cello/Faber Castell	pcs	200		
6	Permanent Marker Pen (Luxor/Faber Castell) (Yellow/Green/Red)	Nos	72		
7	Pencil HB (Natraj/Faber Castell or similar type)	Nos	1000		
8	Short Hand Pencil (Apsara/Faber Castell or similar)	Nos	72		
9	Pencil Sharpner (Natraj/Faber Castell or similar tyhpe)	Nos	72		
10	Multimarker pen Faber Castell or similar	Nos	72		
11	Textliner Faber Castell or similar	Nos	72		
12	Pen Stand Medium size with two jotter pen	Nos	10		
13	Pencil Eraser (Natraj/Faber Castell or similar type)	Nos	200		
14	Desk Calendar Stand Plastic Make Gripex or similar	Nos	10		
15	Scale (Stainless Steel) 12"	Nos	50		
16	White Correcting Fluid and diluter Set (Kores)	Nos	200		
17	Carbon Sheet Black (Kores)	Pkt	30		
18	Carbon Sheet Blue (Kores)	Pkt	15		
19	Cello Tape (Small) 1"	Nos	100		
20	Cello Tape (Medium) 1½"	Nos	100		
21	Cello Tape (Big)2"	Nos	250		
22	Damper (Water sponge) Gripex or similar	Nos	50		
23	Double Punch (Kangaroo or similar)	Nos	50		
24	Index File (Ambassador or similar)	Nos			
25	Note Sheet Green - File Size (FS) 80 GSM (1 - Pad : 100 pages)	Nos	300		
26	Gum (Camel or similar type) 750 ML	Nos	36		
27	Gum (Camel or similar type) 150 ML	Nos	36		
28	Packing tape (Brown) 2 inch	Nos	72		
29	Paper Weight Medium Size	Nos	100		
30	Paper Clip 18/32 mm powder coated	Pkt	72		

	(Bulldog clip)				
31	Paper A4 Size 75 g/m2 – Ream (JK or similar)	Nos	1400		
32	Paper A3 Size – Ream (JK or similar)	Nos	20		
33	Paper FS Size – Ream (JK or similar)	Nos	110		
34	Pin (Bell Brand or similar type)	Pkt	220		
35	Pin Cushion	Nos	72		
36	Plastic folder one upside transparent file size	Nos	700		
37	Punch Single Steel for 10-25 pages (Kangaroo) 4.5 mm	Nos	48		
38	Sealing Wax (Standard)	Pkt	20		
39	Signature Pad (Best)	Nos	20		
40	Stamp Pad (Plastic Faber Castell or similar type) (Standard size)	Nos	50		
41	Stamp Pad Ink (Plastic Faber Castell or similar type)	Nos	25		
42	Stapler Machine No.10 (Kangaroo brand)	Nos	90		
43	Stapler Pin No.10 (Kangaroo)	Pkt	200		
44	Stapler Machine No.24/6 (Kangaroo)	Nos	36		
45	Stapler Pin No.24/6 (Kangaroo)	Pkt	150		
46	Duster Cloth 60 cm x 20 cm	Nos	1000		
47	Towel Standard Size 60” x 36 cm (Branded)	Nos	100		
48	Towel Small Size (Branded)	Nos	50		
43	Towel (Medium) White 24/16”	pcs			
50	Transparent Sheets (100 Sheets)	Nos	20		
51	Plastic Channels	Nos	800		
52	Twin Ball Brown	Nos	80		
53	Twin Ball White	Nos	50		
54	Box File (Plastic) 16”/10”	Nos	75		
55	Clip Board 13”/9”	Nos	40		
56	Gems Clip (Bell Brand)	Pkt	480		
57	Tag (Cotton) (Standard Size)	Bundle	100		
58	Waste Paper Basket	Nos	75		
59	Yellow Polishing Cloth 24/18”	Nos	480		
60	Odonil (Small Size) 50 gm	Nos	300		
61	Room Spray (Branded) 160 ml	Nos	150		
62	Brown Packing Paper	Nos	600 sheets		
63	Correction Pen (White) Flair 10 ml/ Faber Castell	pcs	50		
64	Paper ‘F’ Cap (Plain)	sheets	500		
65	Paper ‘F’ Cap (Ruled)	Sheets	500		
66	Brown Tape 1”	Pcs	80		
67	Brown Tape ½”				
68	Sticky Pad (various colours) 3m	pkts	100		
69	Glue stick Fevistick/Faber Castell or similar 15gm	pcs	180		
70	Scissors (Medium size)	Pcs	30		

Computer Peripherals:

Sl No.	Name of the item/ specification	Unit	App.Rqrmnt/ annum	Brand Name	Rate/unit
1	CD Re-writable 700 MB (Moserbear/Sony)	Nos	100		
2	CD Recordable 700 MB (Moserbear/Sony)	Nos	1000		
3	DVD Re-writable 4.7 GB (Moserbear/Sony)	Nos	100		
4	DVD Recordable 4.7 GB (Moserbear/Sony)	Nos	100		
5	Pen Drive (2/4/8 GB) (Transcend or similar)	Nos	25		
6	Toner Cartridge 12 A (HP Laserjet 1020)	Nos	15		
7	Toner Cartridge 88A A (HP Laserjet 1007)	Nos	15		
8.	HP Inkjet 1000(Black/yellow/magenta/cyan	Nos	-		
9.	Fax Cartridge L 240/L 140	Nos	-		
10.	HP Black Cartridge 810	Nos			
11.	HPcolour LaserJet 1600 ((Black/yellow/magenta/cyan	Nos			
12.	HP 45 A(Black)Cartridge	Nos.	10		
13.	HP 78 D (Colour) Cartridge	Nos.	04		
14.	HP 23 D (Colour) Cartridge	Nos.	-		
15.	HP 27 A (Black) Cartridge	Nos.	08		
16.	HP 28 A (Colour) Cartridge	Nos.	04		
17.	HP 56 A (Black) Cartridge	Nos.	06		
18.	HP 57 A (Colour) Cartridge	Nos.	04		
19.	HP 15 D (Black) Cartridge	Nos.	03		
20.	HP 96 A Toner	Nos.	02		
Refilling of cartridges:					
21.	Refilling of Toner Cartridge 12 A (HP Laserjet 1020)	Nos	67 printers		
22.	Refilling of Ink Cartridges different Models Black 41, 45, 15, 78, 23, 27, 56	Nos			
23.	Refilling of Ink Cartridges different Models Colour 41, 45, 15, 78, 23, 27, 56	Nos			
24.	Refilling of Ink Cartridges (different model black/colour) 6000A, 6001A, nos.6002A, 6003A	Nos			
25.	Refilling of Ink Cartridges Model black/colour - Q4836A, Q4837A, Q4838A	Nos			
26.	Refilling of Ink Cartridges Model black/colour - Q4844	Nos			

Cleaning Materials:

S1 No.	Name of the item/ specification	Unit	App.Rqrmnt/ annum	Brand Name	Rate/unit
1	Phenoil Black (5 Ltr Jars)	Nos	148 Jars		
2	Phenoil White (5 Ltr Jars)	Nos	148 Jars		
3	Bleaching Powder (500 gm)	Pkt	300 Kgs		
4	Liquid Soap (Hand wash) 5 L jar	Nos	80		
5	Liquid Soap (Floor wash) 5 L jar	Nos	125		
6	Broom stick Standard Size good quality	Nos	120 Kgs		
7	Phool Jadu (Broom Stick-Good quality)	Nos	375		
8	Naphthalin Balls 200 gm pkt	Pkt	300		
9	Cleaning Powder (Vim) 500 gm	Pkt	800		
10	Red Kharwar (6m – than)	Nos	115 (Than)		
11	Soap Toilet (Margo 75/100 gm)	Nos	160		
12	Soap Washing (501 Bar or similar)	Nos	450		
13	Bucket (Plastic) 16 L	Nos	100		
14	Mug (Plastic) Medium	Nos	150		
15	Feather Duster	Nos	300		
16	Commode Brush (Good quality)	Nos	120		
17	Acid 1 L (Glass bottle – Good quality)	Nos	500		
18	Jute (Pat)	Nos	120		
19	Jute (Cotton)	Nos	30 Kgs		

Crockery:

S1 No.	Name of the item/ specification	Unit	App.Rqrmnt/ annum		Rate/unit
1	Cups & Saucers (Good Quality)	Nos	500		
2	Glass Tumbler (Yera or similar)	Nos	600		
3	Lunch Plate (La Opala or similar)	Nos	56		
4	Quarter Plate (La Opala or similar)	Nos	56		
5.	Bowls Small Size (La Opala or similar)		56		
6.	SS Spoons Good quality	Nos	56		
7.	SS Forks Good quality	Nos	56		
8	SS Knife Good Quality	Nos	56		

Annexure-II

SUPPLY OF STATIONERY AND OTHER ITEMS TO TEA BOARD, KOLKATA

Tender No. 1 stationery & other items

Date of Opening of Bids 07.08.2013

(1600hrs)

DECLARATION

From

M/s.

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To

The Secretary,

Tea Board,

14 BTM Sarani,

Kolkata - 700 001.

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the Secretary, Tea Board, Kolkata immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tender)

Name:

Designation with Seal of the Firm

Date: