



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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Memo No. 477/NIT/EXAM /WBSSC/2013

Dated 30/10/2013

NOTICE INVITING TENDER FOR PROCUREMENT OF CORRUGATED CARDBOARD BOXES

Sealed tenders are invited by the West Bengal Staff Selection Commission from reputed, resourceful and bonafide manufacturers / firms / agencies / suppliers having adequate experience and credential for supply of the following as per specification mentioned:

Sl. No.	Brief Description of the Goods	Specifications	Quantity	Delivery Period	Place of Delivery
1	Corrugated Cardboard Boxes (Big)	Corrugated Cardboard in 5 PLY 120 GSM with dimension 325 MM X 230 MM X 250 MM	10000	7 days from the date of supply order	Jalasampad Bhawan, Salt Lake, Kolkata-700091
2	Corrugated Cardboard Boxes (Small)	Corrugated Cardboard in 5 PLY 120 GSM with dimension 325 MM X 230 MM X 100 MM	5000	7 days from the date of supply order	Jalasampad Bhawan, Salt Lake, Kolkata-700091

2. Bid Submission Procedure and Closing date

- The quantity for supply order may vary based on actual requirement.
- Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of bid validity period and shall not be subject to adjustment on any account.
- Each bidder shall submit only one tender along with the samples of Corrugated Cardboard Boxes as per specification.

- f) The Prices shall be quoted in Rupees only.
- g) **Earnest Money of Rs 2000/- (Rupees Two Thousand)** only in the form of a Bank Draft drawn in favour of the “**Secretary, West Bengal Staff Selection Commission**”, payable at “**Kolkata**” is to be paid along with the tender.
- h) The tender in the prescribed formats (**Annexure-I containing GENERAL INFORMATION and Annexure-II containing FORMAT FOR SUBMITTING BID**) shall be submitted in a sealed envelope superscribing “**Tender for Supply of Corrugated Cardboard Boxes**”.
- i) Tenderers may submit the bid in the prescribed formats (Annexure-I) and (Annexure-II) as mentioned in this Notice Inviting Tenders on all working days between 11 AM to 3 PM, on or before the closing date, in the drop box kept at 3rd floor of Commission’s Office at Mayukh Bhaban, Salt Lake, Kolkata- 700091. **The closing date and time for submission of bid is 11.11.2013 (Monday) up to 3.00 PM.**

3. **Validity of Bid**

Rate offered shall remain valid for a period of 1(one) year after the deadline date specified for submission. No claim for price increase will be entertained during bid validity period.

4. **Evaluation of Bid**

- a) The Bids will be opened immediately after 3.00 PM on 11.11.2013 in presence of the tenderers or their authorized representatives at Commission’s Conference Room at 3rd Floor of Mayukh Bhaban, Salt Lake, Kolkata – 700091.
- b) The West Bengal Staff Selection Commission will evaluate and compare the bids determined to be substantially responsive i.e. which
 - (i) are properly signed ; and
 - (ii) conform to the terms and conditions, and specifications.

5. **Supply Order & Payment Terms**

- a) The West Bengal Staff Selection Commission will issue supply order prior to expiration of the bid validity period to the bidder whose rate has been determined to be substantially responsive and who has offered the lowest price. The quantity may vary based on actual requirement.
- b) Notwithstanding the above, the West Bengal Staff Selection Commission reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender and it will not under any obligations / circumstances, give any clarification to the agencies whose bids are rejected / not selected.

- c) Payment shall be made within 30 (thirty) days of receipt of the full material/ supply as per specification and quantity ordered by the Commission and within scheduled time.

6. **General Terms & Conditions**

- a) Tenderers responding against this notice inviting tender shall be deemed to be agreeable to the terms and conditions herein contained. These terms and conditions shall be binding on the successful Tenderer. Tenderers complying partly with the said terms and conditions are liable to be rejected. West Bengal Staff Selection Commission will process the tenders as per the standard procedures followed by the Government of West Bengal.
- b) The tender must be submitted in the prescribed 2 formats (**Annexure-I containing GENERAL INFORMATION and Annexure-II containing FORMAT FOR SUBMITTING BID**) only enclosed with this notice inviting tender.
- c) Hypothetical and conditional tenders will not be entertained.
- d) The Earnest Money Deposit (EMD) / Security deposit is liable to be forfeited in case the supplier fails to execute the order in time or violates any other stipulations as laid down by the West Bengal Staff Selection Commission and the firm shall be blacklisted.
- e) The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the same will be converted to Performance Security which will be returned to the bidder after successful execution of the works.
- f) The successful tenderer shall supply the tendered goods within a period of one week (7 days). In case of delay in supply, 1% of the order amount shall be deducted for each day of delay.
- g) If the tenderer fails to complete the job and the West Bengal Staff Selection Commission has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm (s) bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the Chairman, West Bengal Staff Selection Commission.
- h) The tenderer must not have been black listed earlier by any of the Universities or Examination Boards or Agencies or any other organisation.
- i) There shall be no commitment of minimum quantity which can be ordered during prevalence of the contract. The Chairman, West Bengal Staff Selection Commission reserves the right to change the ordered quantity or specification without assigning any reason (s) whatsoever. The entire quantity may not be ordered at a time.

- j) The West Bengal Staff Selection Commission reserves the right to terminate the contract at any time if it is satisfied that the firm has failed to fulfill its obligations as per the terms & conditions. The decision of the West Bengal Staff Selection Commission in this regard will be final and binding.

7 **Arbitration**

In the event of any dispute or differences, the matter will be referred to the sole arbitration of a Group A Officer appointed by the Chairman, West Bengal Staff Selection Commission.

Sd/-
Secretary cum Controller of Examinations
West Bengal Staff Selection Commission

GENERAL INFORMATION

Sl. No.	Item	Description
1	Name of the Firm / Company	
2	Address of the Firm / Company (i) Head Office (ii) Branch in Kolkata (if any) (iii) Factory Location	
3	E-mail address	
4	Telephone Number(s)	
5	Fax No	
6	Sale Tax/VAT Regn.No./ TIN No.	
7	Permanent Account No (PAN)	
8	Service Tax Registration Number i.e. TAN/SRIN	
9	Experience of the Firm	

FORMAT FOR SUBMITTING BID

Sl. No.	Description Goods	Specifications	Quantity	Rate / Box (in Rs.)	Total Amount	
					In Figures	In Words
1	Corrugated Cardboard Boxes (Big)	Corrugated Cardboard in 5 PLY 120 GSM with dimension 325 MM X 230 MM X 250 MM				
2	Corrugated Cardboard Boxes (Small)	Corrugated Cardboard in 5 PLY 120 GSM with dimension 325 MM X 230 MM X 100 MM				
TOTAL						

Gross Total Cost : Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.(amount in figures) (Rs. amount in words) within the period specified in the **Notice Invitibg Tender for Supply of Corrugated Cardboard Boxes issued vide No. 477/ NIT / EXAM / WBSSC/ 2013 Dated, 30/10/2013** maintaining the terms and conditions therein.

Date: _____

Signature of Tenderer

Name of the Tenderer: _____

Designation: _____

Name of the Agency/ Firm: _____

Address: _____

Contact No. _____

E- Mail : _____