

Sealed quotations are invited for Annual Rate Contract for Supply of various stationary & allied items at KEIIP, KMC Office at 206, A. J. C. Bose Road, Kolkata- 17 for the period from 01.04.2016 to 31.03.2017. For Quotation papers , please contact o/o Project Director, KEIIP, KMC, 206, A. J. C. Bose Road, (2nd Floor) Kolkata- 17. Last Date of issue of quotation papers 19.03.2016. Submission & Opening of quotations: 21.03.2016. For further details please visit our website: www.keiip.in & www.kmcgov.in



Kolkata Environmental
Improvement Investment
Program



Kolkata Municipal Corporation

QUOTATION FORMAT

1. GENERAL INFORMATION.

Sealed quotations super scribing the name of the work on the envelope are invited from the reputed and resourceful contractor for the jobs stated in the "**Scope of Work**" below.

Quotation papers etc. will be available against payment of Rs.100/- as prescribed from the office of the Project Director, Kolkata Environmental Improvement Investment Program, 206, A. J. C. Bose Road, Kolkata – 700017 by Pay Order/Demand Draft in favour of Kolkata Municipal Corporation, A/c. KEIIP, Tr.1.

The KMC - KEIIP reserve the right to accept / reject in full or in part of any quotation without assigning any reason whatsoever.

2. GENERAL INSTRUCTION & GUIDELINES.

Eligibility Criteria.

- (1) The quotationers shall submit the self-attested copies of the following documents at the time of application :-
- (i) Trade License
 - (ii) PAN
 - (iii) Certificate of Filing of Return regarding VAT
 - (iv) Valid P. Tax Payment Certificate
 - (v) Credentials
- (2) The quotationers should have experience in similar type of work for at least 2 such works in last 5 years.
- (3) The quotationers should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm. If not, then NOT APPLICABLE should be mentioned.
- (4) The quotationers would have to disclose if they are black-listed by any Govt. Dept./semi Govt. / autonomous bodies / PSUs etc. If not, then NOT APPLICABLE should be mentioned.
- (5) If the last date of receipt of quotation or the day of opening of quotation happens to be a holiday or otherwise, the next working day will be the last date of receiving and opening of the bid. The quotationers or their authorized representatives are to remain present at the time of opening of quotations. The quotations would be opened preferably one hour after the time of submission on the date of opening.

3. QUOTING OF RATE:

- 3.1 The participating quotationers should quote their rate per unit / dozen / packet etc. basis as would be required in the NIQ.
- 3.2 The price proposal to include **all taxes & duties.**
- 3.3 The agency should visit office for samples of items before quoting their rate.
- 3.4 The agency would have to furnish an undertaking regarding the validity of the offer as per prescribed format on Non-Judicial Stamp Paper of Rs.10/- (**Annexure-1**).

4. EARNEST MONEY DEPOSIT:

1. Quotation/Price Bid should accompany Earnest Money, for ...**NIL** either in Bank Draft / Pay Order drawn in favour of Kolkata Municipal Corporation A/c. KEIIP, Tr.1, failing which the quotation will be liable for rejection.
2. Earnest Money Deposit (EMD) to be submitted contained in a separate sealed envelope clearly marked "EMD" as per norms
(NOT APPLICABLE)
3. After opening of quotation, the E.M.D. shall be duly returned to the unsuccessful bidders within two weeks and after receipt of the security deposit to the successful bidder.**(NOT APPLICABLE)**
4. In the event, upon being successful, If the lowest bidder refuses to execute the works, the E.M.D. shall stand forfeited. **(NOT APPLICABLE)**

5. SECURITY DEPOSIT MONEY:

Security Deposit money @ 5% of the total yearly contract value as applicable, must be deposited within 10 days from the date of issuance of Letter of Acceptance of the offer by way of Bank Draft/Pay Order in favour of Kolkata Municipal Corporation A/c. KEIIP, Tr.1.

6. SOLVENCY CERTIFICATE

Successful quotationer shall have to furnish Solvency Certificate for execution of such work by self-declaration on a Rs.10/- Non-Judicial Stamp Paper duly sealed and signed, in the prescribed format at **Annexure-2**.

7. SCOPE OF WORK

Supply of various Stationary and allied Items to Project Management Unit, KEIIP – KMC office at 206, A. J. C. Bose Road, Kolkata – 700017 on rate contract basis as and when required for the period from 01.04.2016 to 31.03.2017.

List of items to be quoted by the bidders, is at **Annexure-3**.

Date of publication of quotation (PTB)	: 04.03.2016 (PTB)
Pre-bid meeting, if applicable	: N.A.
Last date of application for quotation	: 19.03 .2016
Last date of receipt of quotation	: 21.03.2016 at 1.30 P.M.
Date of opening of quotation.	: 21.03.2016 at 2.30 P.M.

8.a) OTHER TERMS AND CONDITIONS

- 8.a.1 Supply of stationary and allied items as per work order should be done time-bound as prescribed in the Terms & Conditions.
- 8.a.2 Stationary and allied items should be of good quality. **Otherwise deduction to be made from the bill as applicable.**
Decision of the KEIIP-KMC Authority will be final & binding.
- 8.a.3 Department shall procure the materials in phased manner according to the requirement of all units of KEIIP. The KEIIP-KMC shall have the right in procuring the whole estimated quantity or its part thereof during the contract period.
- 8.a.4 Department shall prepare the list of items to be supplied by one or more agency/agencies based on the lowest rates quoted by them and the agency/agencies shall be intimated accordingly by issuance of Letter of Acceptance.

8.b) TERMS OF PAYMENT

- 8.b.1 Payment will be made by this office after the submission of supply bill complete in all respects.
- 8.b.2 The payment will be made by A/c. Payee Cheque.
- 8.b.3 Payment shall be released only after due certification from the Competent Authority that the agency has completed supply of the items mentioned in the work order timely and satisfactorily in a prescribed format (**Annexure-4**).
- 8.b.4 Payment will be released only after submission of valid Profession Tax Payment Certificate, valid Certificate of Filing of Return regarding VAT and any other valid Registration / Payment Certificate as and when required from time to time by the Authority.
- 8.b.5 Any prayer for revision of rate within contract period shall not be entertained and the contract shall be liable to be cancelled.

8.c) Period of contract

The contract shall remain in force for the period from 01.04.2016 to 31.03.2017.

- 8.d) Risk and Cost.** If supplier fails to supply the stationary and allied item or items as per work order/s as per Agreement /contract, he will have to bear the excess amount if purchased from market.

9. EXECUTION OF AGREEMENT

- 9.1 The successful quotationer shall enter into an agreement with the KMC, KEIIP in the prescribed format as per **Annexure-5**.
- 9.2 The Agreement shall be typed on a Non-Judicial Stamp Paper of Rs.10 only where contract amount exceeds Rs.50,000/-
- 9.3 Execution of Agreement shall be made on furnishing of required security deposit.
- 9.4 The Agreement shall be executed 15 days of issuance of L.O.A.

10.0 TERMINATION

Termination of a contract is liable, on following grounds :-

- (i) Canvassing in any form on the part or on behalf of the quotationer.
- (ii) If the agency fails to supply the quality materials at the contract rates or refuses to supply the items listed in the scope of work as per contract within the schedule date (or during the contract period), department shall have the right to terminate the contract with the vendor at any time with 15 days notice for termination and in that case, the Security Deposit furnished by the vendor shall be forfeited.
- (iii) Incomplete submission of bids.
- (iv) In the event of willful negligence, refusal and/or non-performance of the terms & conditions of the contract.
- (v) In case of suppression of facts or wrongful submission of credentials, the contract is liable for termination, after due enquiry, and the vendor is liable for legal action, apart from forfeiture of performance security.

11.0 Dispute Settlement:

In the event of any dispute by and between the KEIIP--KMC and the Vendor, the decision of the KMC authorities would be final & binding. All disputes arising out of the contract shall be settled in Courts in Kolkata jurisdiction only.

Annexure - 1**UNDERTAKING****(On a Non-Judicial Stamp Paper of Rs. 10/-)****Name of the work :**

.....

Quotation No. :

I/We do hereby undertake that our rate/rates quoted in the above noted Quotation vide my/our Ref: No..... datedshall stand valid for the period from 01.04.2016 to 31.03.2017. The documents/papers submitted along with quotation documents are correct and true to the best of my knowledge.

Signature

Annexure - 2**SOLVENCY CERTIFICATE****(On a Non-Judicial Stamp Paper of Rs. 10/-)****Name of the work :**

.....

Quotation No. :

I/We do hereby declare that I/we am/are financially solvent to execute the work, if entrusted to me / us by your authority. I/we further declare that I/we shall execute the work timely without any hindrance with the entire satisfaction of the authority.

Signature

Annexure - 3

SCOPE OF WORK (1) List of items to be quoted by the vendors for Supply of various stationary and allied items for the period from 01.04.2016 to 31.03.2017

Annexure - 4**PERFORMANCE CERTIFICATE ****

This is to certify that the materials received by the department from M/s. vide challan No. dated are as per Work Order No. dated.The materials received in good condition and have been entered in the Stock Register. The agency has completed supply of the items mentioned in the work order timely and satisfactorily.

Signature of the
Departmental official**Annexure-5****Execution of Agreement:**

Agreement on N. J. Stamp paper of Rs. 10/- to be executed by the successful quotationer as per prescribed format where contract amount exceeds Rs.50,000/-

CHECKLIST**For the use of the department**

Sl. No.	Name of the Document	Put “√” mark.
1	Quotation paper & Quotation document	
2	Copy of self attested Trade License	
3	Copy of self attested copy of PAN	
4	Copy of self attested Service Tax Registration Certificate	
5	Copy of self attested Credentials showing execution of similar type of work.	
6	Undertaking to given by all the bidders for validity of offer. ... Annexure-1	
7	Solvency Certificate by the agency. ... Annexure-2	
8	Scope of work (List of Articles to be filled up by the agency) .. Annexure-3	
9	Certificate of execution of work of supply (to be issued by the competent official of the department). ... Annexure-4	
10	Execution of Agreement (shall have to be submitted by the successful bidder after receipt of L.O.A. by the agency). .. Annexure-5	

KEIIP – KMC**ANNEXURE - 3****QUOTATION FOR STATIONARY ITEMS FOR THE PERIOD FROM 01.04.2016 TO 31.03.2017**

Sl. No	Name of items	Total Estimated	Unit	Rate/Unit incl. VAT	Total Amount Incl. VAT
1	Adhesive / Cello Tape 1" -- 72 yards (Transparent) Wonder 555	48	Pc		
2	Adhesive / Cello Tape 2" – 72 yards (Transparent)	18	Pc		
3	Adhesive / Cello Tape Stand (as per sample)	8	Pc		
4	A-4 size H.P.Sheet (100 micron) – De'smat	5	Pkt		
5	A-4 size plastic channel (binding stick)				
	25 pages capacity	150	Pc		
	50 pages capacity	150	Pc		
	100 pages capacity	150	Pc		
6	Alpin (best quality) King/Kisan make.	17	Box		
7	Binder Clip – 15 mm (9/16")	21	Pkt		
	25 mm (1")	24	Pkt		
	32 mm (1.25")	18	Pkt		
	41 mm (1.64")	6	Pkt		
	51 mm (2")	6	Pkt		
8	Board Marker Pen (Luxer make)	12	Pc		
9	Board Pin (Plastic)	9	Box		
10	Box file (Plastic)	18	Pc		
11	Bucket 12" size	24	Pc		
12	C.D.Marker Pen (B4) – Black (Faber-Castell) multimark 1523	18	Pc		
13	C.D. Re-writable (moserbare)	200	Pc		
	DVD (moserbare)	200	Pc		
14	C.D. Pouch	400	Pc		
15	C.D. Bag (50 nos capacity)	6	Pc		
16	Calculator 12 digit (Casio)	12	Pc		
17	Carbon paper (black / blue) (Cores)	2	Box		
18	Clip Board Legal Size	20	Pc		

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Sl. No	Name of items	Total Estimated	Unit	Rate/Unit incl. VAT	Total Amount Incl. VAT
19	Cloth Duster (24''X24'')	180	Pc		
20	Cotton Towel (Large) White (as per sample- 5.5' X 2'8'')	30	Pc		
	Cotton Towel (Large) Different Colours (as per sample 5'X 2.5')	60	Pc		
21	Cup with plate (Bone China)	12	Box		
22	Cup (for General use)	6	Doz		
23	Envelope White (without print) – 10''x 4 ½''	1000	Pc		
24	Envelope White (without print) – 14''x12''	500	Pc		
25	Envelope White (printed – with window) - 11''x 5'' (as per sample)	1000	Pc		
26	Envelope White (printed – without window) –11''x 5'' (as per sample)	1000	Pc		
27	Envelope Green/White (printed)12½''x 10'' (inside laminated) (as per sample)	500	Pc		
28	Envelope Green/Blue (printed) 16 ''x 10½ '' (cloth pasted inside) (as per sample)	500	Pc		
29	Flash Drive – 8 GB (Transcend/ Sandisk / HP make) (as per sample)	12	Pc		
30	Flash Drive – 16 GB (Transcend/ Sandisk / HP make) (as per sample)	6	Pc		
31	Flash Drive – 32 GB (Transcend/ Sandisk / HP make) (as per sample)	3	Pc		
32	File Channel Folder Thick	100	Pc		
33	File 'D' Ring – file (Aropack or any reputed make)–capacity–200 pgs	60	Pc		
34	File Cover (two fold) Cobra (Extra Strong) Platinum (as per sample)	180	Pc		
35	File Cover (four fold) (plastic coated) Legal (as per sample)	180	Pc		
36	File Cover (four fold) (plastic coated) extra large (as per sample)	48	Pc		
37	File Cover (two fold) (transparent) (as per sample)	90	Pc		
38	File (Fuji) Arch File – plastic coated (as per sample)	180	Pc		
39	File cover (two fold – coloured – KEIIP/KMC printed) (as per sample)	1000	Pc		
40	File (conference) – Clear bag 14'' x 10''	200	Pc		
41	File (conference) – Clear bag 14'' x 10'' Double Packet	60	Pc		
42	File Long lever (Clip File) A-4 Size	24	Pc		

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Sl. No	Name of items	Total Estimated	Unit	Rate/Unit incl. VAT	Total Amount Incl. VAT
43	File Long lever (Clip File) Legal Size	36	Pc		
44	File – two ring –Arch (50 pages capacity)	36	Pc		
45	File – Display (Album type – 5-6 folders)	12	Pc		
46	File Separator (Set)	12	Pc		
47	Foam Tape Both sides	6	Pc		
48	Gems Clip (30 mm size) steel.	24	Pkt		
49	Gems Clip (50 mm size) steel	10	Pkt		
50	Gems Clip (Plastic coated) – zorex	30	Pkt		
51	Glass – Best Quality	36	Pc		
52	Glass – (Standard Quality)	36	Pc		
53	Glue Sticks 15 Gm – Cores/Baton De Colle	60	Pc		
54	Gum Bottle – 700 size	8	Pc		
55	L Folder A4 Size	30	Doz		
56	L Folder Legal Size	12	Doz		
57	Mug	30	Pc		
58	Note Sheet -- KEIIP printed (as per sample)	4000	Pc		
59	Paper A-3 (Power) 75 gsm	20	Pkt		
60	Paper – Legal (Power) 75 gsm	24	Pkt		
61	Paper – A-4 (Power) 75 gsm	300	Pkt		
62	Paper Weight	30	Pc		
63	Pen Gel (Blue + Black + Red + Green) (“Agni Gel”)	200	Pc		
	Pen Ball Linc (Red + Black + Blue + Green)	200	Pc		
	Pen for Officer’s (Linc - Axo / Montex - Megatop)	40	Pc		
64	Refill Ball Pen (Linc)	200	Pc		
65	Pen Fluorescent marker (2/3 colour)/ High Lighter (Fabre Castle)	60	Pc		

QUOTATION FOR STATIONARY ITEMS FOR THE PERIOD FROM 01.04.2016 TO 31.03.2017

Sl. No	Name of items	Total Estimated	Unit	Rate/Unit incl. VAT	Total Amount Incl. VAT
66	Pencil Eraser (Non Dust) - Apsara (Good quality)	60	Pc		
67	Pencil (soft tips) – Apsara	80	Pc		
68	Pin Cushion	24	Pc		
69	Punching machine (Kangaroo) DP 480 (10pgs capacity)	12	Pc		
70	Punching machine (Kangaroo) DP 600 (20pgs capacity)	9	Pc		
71	Punching machine (Kangaroo) DP 700 (50pgs capacity)	6	Pc		
72	Punching machine (Kangaroo) DP 800 (Heavy Duty)	1	Pc		
73	Punching machine (One Hole)	6	Pc		
74	Phore Large	6	Pc		
75	Phore Medium	6	Pc		
76	Register -- Stock Register	2	Pc		
77	Register – Receipt / Despatch – 400 pages	4	Pc		
78	Register –(Rule) – 400 pages	6	Pc		
79	Register (Rule) –				
	-- 200 pages	24	Pc		
	-- 100 pages	36	Pc		
	-- 50 pages	36	Pc		
80	Register – Attendance (60 pgs)	6	Pc		
81	Register -- Attendance (30 pgs)	6	Pc		
82	Rubber Band 3 ^{1/2} ” Size (100 pcs pkt)	18	Pkt		
83	Scale – 12” (Plastic)	20	Pc		
84	Scissors – small	18	Pc		
	Scissors – large	10	Pc		
85	Sharpener (Nataraj)	36	Pc		
86	Spiral Pad ¼	20	Pc		
87	Spiral Pad 1/6	20	Pc		

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Sl. No	Name of items	Total Estimated	Unit	Rate/Unit incl. VAT	Total Amount Incl. VAT
88	Spiral Pad 1/8	40	Pc		
89	Sponge Cup	6	Pc		
90	Stapler – Kangaroo 24/6” size	12	Pc		
91	Stapler – Kangaroo 10 size (as per sample)	40	Pc		
92	Stapler—Kangaroo 23x17 size	1	Pc		
93	Stapler Pin - Kangaroo – 24/6 size	40	Pkt		
94	Stapler Pin - Kangaroo --10 size	80	Pkt		
95	Stapler Pin - Kangaroo – 23 x 10 size	10	Pkt		
96	Stapler Pin - Kangaroo – 23 x 17 size	6	Pkt		
97	Stamp Pad – Small (Gripex / Sulekha) plastic	20	Pc		
98	Stamp Pad – Large (Gripex / Sulekha) plastic	10	Pc		
99	Stamp Ink (Gripex)	12	Pc		
100	Steno Note Book	12	Pc		
101	Sticky Pad (yellow) (75mm x 50mm) 100 sheets	36	Pc		
102	Sticky pad (3 colour slips) (25mmX 75mm)	60	Pc		
103	Tag (cotton- white – 6-7”) 500 pcs bunch (as per sample)	6	Bunch		
104	Tray 18”X 12”	6	Pc		
105	Waste Paper Basket (with lid) – medium size	30	Pc		
106	Writing pad (rule) 50 pages – 10”x 6”	48	Pc		
107	White Fluid – Tube (Correction pen) (Faber Castell)	50	Pc		
			TOTAL AMOUNT		