

WEST BENGAL INFORMATION COMMISSION

Khadya Bhaban,
11A, Mirza Ghalib Street,
Kolkata-700 087
Ph. No. (033)2252-0509
Fax No. (033) 2252-0501
Website : www.wbic.wb.gov.in
E-mail : scic-wb@nic.in

No. 1255-WBIC13021/2/2022-SECY(WBIC)-WBIC

DATE: 04.07.2025

From: The OSD & EO Deputy Secretary
West Bengal Information Commission,

To: The OSD & EO Special Secretary,
Personnel & Administrative Reforms Department,
Establishment Cell,
NABANNA,
325, Sarat Chatterjee Road,
Howrah - 711 102.

Sub: Arrangement of publication of Notice Inviting e-Tender for engagement of supplier of Forms, Register, Stationary Articles etc. in the West Bengal Information Commission.

Sir,

With reference to the subject mentioned above and in terms of Finance (Audit) Department's No. 5400-F(Y) dated 25.06.2012, I am directed to request you to take necessary steps for publication of the Notice Inviting Tender in a leading newspaper one in Bengali and one in English by 11.07.2025 with an intimation to this Commission.

The Notice Inviting Tender is as below:-

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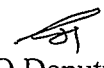
OFFICE OF THE WEST BENGAL INFORMATION COMMISSION
Tender No. 1254-WBIC-13021/2/2022-SECY(WBIC)-WBIC date 04.07.2025

e-Tenders are invited from bonafide firms / Suppliers / Printing Press for item-wise rates for supply of stationary articles for the office of West Bengal Information Commission. Last date of submission of bid 04.08.2025. The details of the Tender Notice and item list are available on the Commission's website i.e. www.wbic.wb.gov.in and the bid forms and other details are available on the website <https://wbtenders.gov.in>

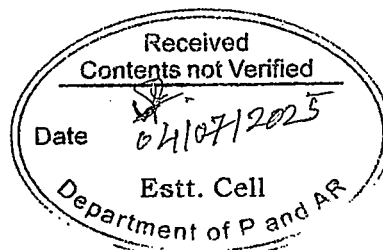
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Yours faithfully

Encl: Tender No. 1254-WBIC13021/2/2022-SECY(WBIC)-WBIC
date 04.07.2025


OSD & EO Deputy Secretary
West Bengal Information Commission

OFFICE COPY



WEST BENGAL INFORMATION COMMISSION

**Khadya Bhaban,
11A, Mirza Galib Street
Kolkata – 700087**

Ph. No. (033)2252-0509; E- mail: scic-wb@nic.in

Memo No. 1254–WBIC–13021/2/2022–SECY(WBIC)–WBIC

Dated: 04.07.2025

NOTICE INVITING E TENDER FROM BONAFIDE AGENCIES/FIRMS/PRINTING PRESS / STATIONARY ARTICLES SUPPLIERS/REGISTERED CO-OPERATIVES AND OTHER REGISTERED SUPPLIERS FOR SUPPLYING STATIONARY ARTICLES, FORMS, REGISTERS ETC. AS DETAILED IN THE ENCLOSED LIST AS PER SPECIFICATION AS NOTED AGAINST EACH ARTICLE/ITEM.

**(Through Pre-qualification)
(Submission of Bid through *NIC e tender portal*)**

The Secretary, West Bengal Information Commission invites bids through E- tenders in two bid systems (Technical and Financial Bid) for supplying stationary articles, forms, registers etc. For details and downloading of tender, interested parties may please visit website: <https://wbtenders.gov.in> (Organization- West Bengal Information Commission). For any further assistance, please visit o/o the Secretary, West Bengal Information Commission, 11A, Mirza Ghalib Street, Kolkata – 700 087 during schedule on & from 15/07/2025 to 04/08/2025.

1. GENERAL INSTRUCTIONS:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the **West Bengal Information Commission's** website www.wbic.wb.gov.in . Any subsequent notice regarding this e-tender shall be uploaded on these two websites only. Bidders are requested to check these two websites regularly for this purpose.

Requisite earnest money to be submitted using the online payment mode.

2. SUBMISSION Of BIDS:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the **Company personnel only (having Authorization from the company management)** in the website <https://wbtenders.gov.in>. All papers must be submitted in English language with Page Marking.

Description of work	EMD (Rs)	Amount put to tender (Rs)
Supplying stationary articles, forms, registers etc.	20,000.00	10,00,000.00

3. Time Schedules for the e-tender

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, PRE BID MEETINGS, REGISTRATION WITH THE TENDERING AUTHORITIES, THE SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED, AS GIVEN BELOW.

Sl. No	Particulars	Date & Time
1	NIT & Other documents online	14-07-2025 at 02:00 pm
2	Online documents download start date, Date of publishing	15-07-2025 at 10:00 am
3	Online document download end date	04-08-2025 at 05:00 pm
4	Online bid submission start date	15-07-2025 at 10:00 am
5	Pre bid meeting to be held at office of Tender Inviting Authority	28-07-2025 at 11:30 am
6	Online bid submission & documents download end date	04-08-2025 at 05:00 pm
7	Online bid opening date for Technical proposals	06-08-2025 at 05:00 pm
8	Date of online uploading list for Technically qualified Bidders	To be notified later
9	Date of online opening of Financial Proposal	To be notified later

In the event of any of the above-mentioned dates being declared as a holiday for the e-tender inviting authority, the bids shall be opened on the next working day at the scheduled time or at any date & time as desired by the tender-selection committee.

4. SUBMISSION OF THE TENDERS:

The tender is to be submitted in a **Two Bid System**.

Technical Proposal:

1. "BID A": Technical Documents:-

STATUTORY COVER, containing the following documents:

(SINGLE FILE MULTIPLE PAGE SCANNED)

A	Notice Inviting e-Tender.
B	Copy of the receipt of online submission of EMD or Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD
C	Application to participate in e-tender as per prescribed format (Annexure-II)
D	Check List in the prescribed format (Annexure-III)
E	Affidavit for Non-Conviction (Annexure-IV)

OTHER-STATUTORY Containing the following documents:-

(a) Company Specific Technical Documents:-
(SINGLEFILEMULTIPLEPAGESCANNED)

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the Bidder
			Professional Tax Registration & latest paid challan.
			GST Registration along with copy of last return filed (During last Six Month).
B.	COMPANY DETAILS	B1. COMPANY DETAILS 1	Certificate of Incorporation/ Registered Partnership Deeds/Company registration certificate/Co-operative society by laws. Up to date Trade Licence (2024-25)
C.	CREDENTIAL	C1: CREDENTIAL 1	1.Major work order of last three years in Govt./ Semi Govt. /Reputed Private Sector (Maximum 5 work orders at least one from each years of last 3 years) 2.Credential certificate of similar type of work/supply from Govt. Organization (as noted in para 9.1.e.)
D.	FINANCIAL INFORMATION	D1: PAYMENT CERTIFICATE	Audited Profit & Loss Accounts (FY - 2021-22, 2022-23 & 2023-24). Audited Balance Sheets (FY - 2021-22, 2022-23 & 2023-24). & IT Return/acknowledgement for last 3 year (AY - 2021-22, 2022-23 & 2023-24).

Please note,

- A. The documents are to be submitted in the same sequence, mentioned above.**
- B. No extra documents are to be uploaded. Bidders are also requested to check the quality of the scanned documents before uploading. Any document or its part, found illegible will be treated as blank document & will not be reckoned as valid document.**

5. Financial Bid: Bill of Quantity

The financial bid (cover) or prices quoted should be uploaded online through the Bill of Quantity (BOQ). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQ are to be uploaded, virus scanned and digitally signed by the bidder. The bidders should quote the rate inclusive of all statutory taxes.

6. Evaluation of the tenders

During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently. Those bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their Financial Bid will be opened. The Financial Bid of those tenderer failing to meet the Technical & Other requirements of participating in the tender will not be opened and be rejected. **The tenderer offering the item found suitable and as being as per the tender specification will only be selected on the basis of physical verification.** Final selection of the lowest bidders in respect of Financial Bid is subject to further verification. In case it is found that 2 or more bidders have quoted same rate and that happens to be lowest, then lowest bidder will be decided as per memo no. 2320-F(Y) dated 07.06.2022. THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

7. TERMS AND CONDITIONS OF THE TENDER

1. Minimum Eligibility Criteria:

- a) Only those agencies (having Trade License for such type of business) that have experience in such type or allied types of work for at least THREE YEARS will be eligible.
- b) Bidder should submit turnover in the form of Profit & Loss a/c & balance sheet of last Three Financial Year (2021-22, 2022-23 & 2023-24 FY).
- c) Earnest money: The amount of Earnest money is **Rs. 20,000/- (Rupees Twenty Thousand Only)**. Earnest money is to be deposited online by the bidder in the way as described in Memorandum No.-3975-F(Y), dt.-28/07/2016 of Finance Department, Audit Branch, Government of West Bengal. Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47(A) (1) and 47(B)(7) of WBFR, vol.-1, read with Finance Dept. notification No. 10500-F Dt. 19.11.2004 and its clarification Vide memo. No. 4245-F (Y) dated 20.05.2013.
- d) Refund or Settlement process of EMD will be as per order no. 3975 F(Y) dated 28.07.2016 of Finance Dept. Govt. of WB.
- e) The intending bidder should produce Credential Certificate(s) along with Work Order copy (or Work Order along with Payment Certificate) of similar nature of a completed single work having order value of **Rs. 3,00,000/- (Rupees three Lakhs only)** during 3 (Three) years prior to the date of the issue of this Tender notice.

OR

The intending bidder should produce Credential Certificate(s) along with Work Order copy (or Work Order along with Payment certificate) of 3 (Three) similar nature of completed works, each having order value of **Rs. 1,00,000/- (Rupees one lakhs only)** during 3 (Three) years prior to the date of issue of this Tender [Credential Certificate(s) along with Work order copy or Work Order along with Payment Certificate should be uploaded].

The period of three years as mentioned above means service rendered after March, 2020.

- f) Only those Agencies who have executed such type of supply of thereof **turnover of Minimum 10 Lakhs** each year in at least any of two financial years of the following financial years 2021-22, 2022-23 & 2023-24 can participate in the tender.[Audited Balance Sheets & Profit and Loss statements of such years should be uploaded]
2. Rate (s) to be quoted against each specified item as mentioned in Financial Bid (BOQ) Form.
 3. The earnest money deposited will be forfeited in case of:
 - i. The Vendor withdraws tender after opening or acceptance.
 - ii. The selected Vendor fails to accept order, refuses to supply either wholly or partly.
 - iii. The selected Vendor fails to supply within the date stipulated in the work order.
 4. The undersigned reserves the right to forfeit the Earnest money and security deposit in the event of any sort of breach of contract.
 5. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
 6. Downloaded Tender (technical) will be verified by the tender committee as per specified date.
 7. Validity of Tender will normally be 1(One) year from the date of acceptance of tender. This may be further extended up to one year. The procurement will be made in phased manner or at a time subject to requirement during validity period. Quantity will be as per requirement. Requirement/ Quantity may be zero/nil for any item or items during the validity period.
 8. The successful bidder will be bound to provide services/supply the item(s) within specific dates, mention in the procurement order.
 9. E- Tender application to be addressed to **Secretary, West Bengal Information Commission**. Bidders may download tender enquiry documents from the website www.wbtenders.gov.in or www.wbic.wb.gov.in. Interested bidder may contact for any other information through e-mail before pre-bid meeting for any query regarding tender at scic-wb@nic.in
 10. If any bidder is found to be guilty of producing fabricated / false documents and /or under took an unfair means will be liable to punitive actions as decided by the Tender Committee /or, any appropriate authority. The said bidder will be black listed and EMD will be forfeited..
 11. In case it is found that two or more bidders have quoted same price, the lowest bidder will be decided as per memo no. 2320-F(Y) dated 07.06.2022.
 12. Financial Bid is attached herewith (BOQ).
 13. The authority reserves the right to issue any corrigendum to the NIT or reject the NIT in part or in full at any time prior to the award of contract without assigning any reasons thereof.
 14. Delivery should be done through bidder's own network to West Bengal Information Commission, Khadya Bhaban, 11 A, Mirza Galib Street, Kolkata 700087 and within specific date as mentioned in each order. Delivery challans to be submitted by the successful bidder after satisfactory delivery of Articles to the authority. No extra charges will be given for delivery. Payment will be made after satisfactory stock entry reports from the respective stores as well as successful installation report from respective authority if applicable. Tax deduction will be made as per financial rule.
 15. Interested bidders are requested to attend the pre-bid meeting.

16. The bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of acceptance. The successful bidder/bidders will have to enter into an agreement to be furnished in a non-judicial stamp worth Rs 10 (Rupees Ten) only regarding terms and condition for supply of items.
17. The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.
18. Acceptance of lowest tender is not obligatory & the undersigned reserves the right to accept or to reject the tenders without assigning any reason.
19. All terms and conditions as mentioned above will have to be accepted by the Tenderer(S).



Secretary,
West Bengal Information Commission

Memo No. 1254/1(1)-WBIC-13021/2/2022-SECY(WBIC)-WBIC

Dated:

Copy forwarded to the O.S.D. & E.O. Special Secretary, Personnel and Administrative Reforms & e-Governance Department, Nabanna, 325, Sarat Chatterjee Road, Howrah – 711102 with a request to upload the NIT along with Annexure-I, Annexure-II and Annexure-III in the official website of Personnel and Administrative Reforms Department.



OSD & EO Deputy Secretary
West Bengal Information Commission

Memo No. 1254/2(4)-WBIC-13021/2/2022-SECY(WBIC)-WBIC

Dated:

Copy forwarded for information to :-

1. The Sr. P.S. to Hon'ble State Chief Information Commissioner, West Bengal.
2. The Finance officer, West Bengal Information Commission.
3. The System Administrator, West Bengal Information Commission with a direction to upload the NIT along with Annexure-I, Annexure-II and Annexure-III in the official website of West Bengal Information Commission.
4. The Establishment Section, West Bengal Information Commission for displaying the NIT along with Annexure-I, Annexure-II and Annexure-III in the Commission's Notice Board.



OSD & EO Deputy Secretary
West Bengal Information Commission

Annexure I
SPECIFICATION FOR STATIONARY ARTICLES, FORMS, REGISTERS ETC.

Memo No.

Dated: / /2025

<u>Sl.No.</u>	STATIONARY ARTICLES, FORMS, REGISTERS ETC.	<u>UNIT</u>	<u>Approx Qty req. per year</u>
1	Binder clip	Big, per box (12 Pcs) (41mm)	10
2	Bodkin	Standard, per piece	20
3	Calculator	12 Digit with warranty, per piece	10
4	Coffee Mug	Standard, per piece	6
5	Coffee	pack of 1.5 gm. X 50 sachet	6
6	Correction Pen	Per piece	12
7	Cover File	4 folder, standard, per pack of 6	24
8	Diary (Note book)	Standard, per piece (22 cm x 15.5 cm)	40
9	Envelope (Blank)	Brown, per 100 pieces (27.5 cm X 13.5 cm)	4
10	Envelope (Printed)	White, printed with WBIC Name & address, per 100 pieces (37 cm X 26 cm) Approx	10
11	Envelope (Printed)	White & small with window, printed with WBIC Name & address, per 100 pieces (28 cm X 13 cm) Approx	50
12	Eraser (Per Piece)	Standard, per piece (33*17*10)(mm)	20
13	Electric Kettle	1 ltr. with warranty, per piece	2
14	Executive Folder (Plastic)	Big & 1 side open, standard, per piece (37 cm X 28 cm)	24
15	File Cover (Printed)	Standard & printed of different basic colours, per 100 pieces (35 cm X 26 cm) Approx	20
16	Folder (Plastic)	Ordinary, per piece (36 cm X 26 cm)	60
17	Gala	Per 8 Pcs box (Dia – 15mm)(Len.6")	6
18	Gum Stick	Big per piece (15g)	120
19	James Clip	Plastic body, per box (100 Pcs)	50
20	Jhool Jharu	Per piece	2
21	Letter Head	Printed in 100 GSM executive bond/royal, per 100 pieces pad	2
22	Marker Pen	Different colours, per 10 pieces pack	1
23	Moper	Standard, per piece	6
24	Name Plate	Standard brass with letters (30cm X 15cm)	2
25	Name Plate	Standard fiber with letters (30cm X 15cm)	6
26	Note Book	Standard size A304, per piece	30
27	Note Book	Standard size A306, per piece	30

Annexure I SPECIFICATION FOR STATIONARY ARTICLES, FORMS, REGISTERS ETC.			
<u>Sl.No.</u>	<u>STATIONARY ARTICLES, FORMS, REGISTERS ETC.</u>	<u>UNIT</u>	<u>Approx Qty req. per year</u>
28	Note Sheet (2nd page)	Per 100 pages	12
29	Paper Weight (Glass) (Per Piece)	Standard glass, per piece (150gm)	12
30	Paper (A3)	White, 75 GSM, per rim	1
31	Paper (A4 Size)	White, 75 GSM, per rim	300
32	Paper (Legal)	White, 75 GSM, per rim	30
33	Pen (Gel)	Blue/Black/Green/Red, per piece	80
34	Pen (Ballpoint)	Blue/Black/Green/Red, per piece	50
35	Pen (use and throw)	Blue/Black, per 20 pieces pack	6
36	Pen (Highlighter) (Per Piece)	Different colours, per 5 pieces pack	6
37	Pencil	Per 10 pieces box	2
38	Plastic Folder (Printed)	Standard & single colour printed, per 100 pieces	10
39	Puncher	Per Piece	6
40	Rubber Stamp (four line)	Standard on polymer, per piece	20
41	Scale	1 ft. plastic body, per piece	12
42	Scissor (Medium)	Standard, per piece (108 mm)	6
43	Scissor (Large)	Standard, per piece (212 mm)	6
44	Short Hand Book	Standard, per piece	100
45	Stamp (two-four lines)	Standard, pestro per piece	6
46	Stamp Pad	Standard, per piece (11cm x 8cm)	6
47	Stapler	Standard HD10D, per piece	10
48	Stapler Pin	Standard 10 mm, per box	80
49	Sticky notes	Standard three colours, per pack	80
50	Sticky notes	Standard square one-colour, per pack	24
51	Tag	Per bundle (100 Pcs)	20
52	Tea	Per Kg / Packet	6
53	Thread Ball	Per 1 kg. packet	1
54	Tonner Black	12A HP (Original) per piece	40
55	Tonner Black	30A HP (Original) per piece	24
56	Tonner Black	88A HP (Original) per piece	24
57	Tonner Black	77A HP (Original) per piece	16
58	Tonner Colour	HP M176n (126A) (Original) per piece	16
59	Tonner Colour	HP CP1025nw / CP1025 (Original) per piece	4
60	Tonner Colour	HP DESKJET INK 2135 (Original) per piece	8
61	Tonner Colour	Brother (Original) (BT5000C/BT5000M/BT5000Y/BT6000K) per piece	8
62	Tonner Colour	HP CF 510, 511, 512, 513 (Original) per piece	8
63	Visiting Card	Single colour Printed, per 100 pieces box (9 cm x 5.5 cm)	2

Annexure I SPECIFICATION FOR STATIONARY ARTICLES, FORMS, REGISTERS ETC.			
<u>Sl.No.</u>	STATIONARY ARTICLES, FORMS, REGISTERS ETC.	<u>UNIT</u>	<u>Approx Qty req. per year</u>
64	Wall Clock (Per Piece)	Standard square/round with warranty, per piece	4
65	Writing Pad	Blank, 50 pages per pad (22 cm x 13.5 cm)	12
66	Attendance Register	Standard 100 pgs, per piece (32 cm x 20.5 cm)	2
67	Diary Register (Case book)	Standard 100 pgs, per piece (32 cm x 20.5 cm)	2
68	File Register	Standard 100 pgs, per piece (32 cm x 20.5 cm)	2
69	Issue Register	Standard 100 pgs, per piece (32 cm x 20.5 cm)	2
70	Log Book	Standard 100 pgs, per piece (22 cm x 16.5 cm)	4
71	Stock Register	Standard 100 pgs, per piece (32 cm x 20.5 cm)	2
72	Register	Standard 16 no., per piece	12
73	Register	Standard 8 no., per piece	12
74	Acid	Per 500 ml. bottle	12
75	Battery	AA, per piece	24
76	Battery	AAA per piece	36
77	Bathroom Cleaner (Floor)	Per 500 ml. bottle	36
78	Bathroom Cleaner (sanitary eqp.)	Per 500 ml. bottle	36
79	Bathroom freshner	10 gm, per piece	24
80	Bathroom freshner	50 gm, per piece	24
81	Bleaching Powder	Per kg.	20
82	Water Bottle	1 litre, per piece	40
83	Broom	Big, per piece	6
84	Brush	Angular for cleaning of sanitary eqp., per piece	6
85	Bucket	20 ltrs., per piece	2
86	Basket	Open & standard, per piece	4
87	Calendar Frame	Wooden, fitted with glass, 31"X22", per piece	2
88	Calling Bell	Standard battery operated with warranty, per piece	2
89	Coaster	Square, per 6 pcs. set	2
90	Cleaner (glass, etc.)	500 ml. per bottle	6
91	Cup with plate	Bone China, set of 6 pcs.	2
92	Dettol	Per 100 ml. bottle	1
93	Door Mat	Big, per piece (4Ft. / 3Ft.)	4
94	Dust Spoon	Standard, per piece	2
95	Plastic Dustbin with lid	Standard, per piece	2
96	Duster	Per piece	50
97	Flask	1 ltr., per piece	2

Annexure I SPECIFICATION FOR STATIONARY ARTICLES, FORMS, REGISTERS ETC.			
<u>Sl.No.</u>	STATIONARY ARTICLES, FORMS, REGISTERS ETC.	<u>UNIT</u>	<u>Approx Qty req. per year</u>
98	Floor Cleaner (Citrus)	Per 500 ml. bottle	48
99	Glass (Drinking Water)	Per 6 pieces box	2
100	Hand Wash	Liquid, per 200 ml. bottle	60
101	Insecticide (Black)	Liquid, per 200 ml. bottle	80
102	Insecticide (Red)	Liquid, per 200 ml. bottle	12
103	Mosquito Repellant Machine with cartridge	Standard, per piece	12
104	Mosquito Repellant cartridge	Standard, per piece (45 ml.)	60
105	Bathroom Mug	Standard, per piece	2
106	Napthalene (Per Kg.)	Standard, per kg.	2
107	Plate (Big)	Bone China, set of 6 pcs.	2
108	Plate (Medium)	Bone China, set of 6 pcs.	2
109	Phenyl (Per Bottle)	Liquid, per 500 ml. bottle	36
110	Room Freshener	Standard of various fragrances, per piece (234 ml)	24
111	Table Spoon (Per dozen)	Standard (10ml) stainless steel, per dozen (12 Pcs)	1
112	Surface Disinfectant Spray	225 ml. / 170 gm.	12
113	Tea	pack of 25 tea bags.	12
114	Tea (Green)	pack of 25 tea bags.	12
115	Tissue Paper	Standard, per 50 pieces packet	6
116	Tissue Paper	Standard moistened, per 25 pieces packet	12
117	Towel	Small, per piece (2ft. / 1ft.)	2
118	Towel	Large, per piece (4ft. / 3ft.)	2
119	Tray	Small, per piece (12" / 10")	2
120	Tray	Large, per piece (20" / 12")	2
121	Spike Buster	Large, per piece (with 5 Mtr. wire)	4

Annexure II

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To
**THE SECRETARY,
WEST BENGAL INFORMATION COMMISSION.**

Sub: Application for Tender of Stationary articles, Forms, Registers etc.
Ref: - NIT No. Dated :

Sir/Madam,

Having examined the pre-qualification & other documents published in the N.I.T, vide memo no. dated, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of.....
In the capacity.....by me OR duly authorized to submit the offer.
2. That I/We accept the terms and conditions as laid down in the NIT mentioned above and submitted with rubber stamp & signed as uploaded and declare that I/we shall abide by it throughout the tender period.
3. I am/we are offering rate(s) for the following item /items with assured supply to the SECRETARY, WEST BENGAL INFORMATION COMMISSION.
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:
(a) Tender Selection Committee/ SECRETARY, WEST BENGAL INFORMATION COMMISSION, can amend the scope & value of the contract bid under this project.
(b) Tender Selection Committee/ SECRETARY, WEST BENGAL INFORMATION COMMISSION reserves the right to reject any application without assigning any reason.

Date :

**Signature of applicant including title
and capacity (with seal) in which application is made.**

Contact No. :

Annexure III

CHECK LIST

(IN A LETTER HEAD OF THE AGENCY OTHERWISE IT WILL BE TREATED AS CANCELLED)

[All points are to be filled up; no places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE / "NA" instead of keeping blank.]

1. Name of the work	Supplying of Stationary articles, Forms, Registers etc.	
2. Tender Notice No	No.	Dated,
3. On line document download ended	/	/2025
4. Name of the institution tendered for	WEST BENGAL INFORMATION COMMISSION	
5. Earnest Money deposit with Date and documents in support of EMD exemption.		
6. Are you exempted from EMD (Y/N)		
7. Name of the bidder in block letter		
8. Full address		
	E-Mail	
	Telephone No	
	Mobile No	
9. Legal entity of the bidder whether Firm/ Society/ Company/ other entity		
10. Trade Licence issuing		
Authority with whom registered		
11. TL License No.....	valid upto	
12. P.Tax enrolment No.	paid upto	
13. Name & address of the banker of the bidders		
14. a) PAN No./TAN No.		
b) GSTIN No.:		
15. 3 years of Experience in supplying stationary articles, Forms, Registers etc.	Yes	No

16. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	Yes	No
17. Has the firm or principal employees convicted in or have pending in any court	Yes	No

any vigilance matter. If yes, provide details.	
18. Any litigation against the Firm or its proprietors or its principals? If yes, provide details	Yes No
19. Any other relevant information wish to submit	
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.	
I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also do agree to abide by agreement as imposed by the SECRETARY, WEST BENGAL INFORMATION COMMISSION if declared successful in my bid.	

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

Full Signature of the bidder/ Authorised person & Seal

Annexure IV

Ref: Memo No.

Dated: __ / __ / 2025

Draft Proforma for Non-Conviction (In a form of affidavit).

I/We the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de-barred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.

OFFICE COPY

WEST BENGAL INFORMATION COMMISSION

Khadya Bhaban,
11A, Mirza Galib Street
Kolkata – 700087

Ph. No. (033)2252-0509; E- mail: scic-wb@nic.in

Memo No. 1254-WBIC-13021/2/2022-SECY(WBIC)-WBIC

Dated: 04.07.2025

NOTICE INVITING E TENDER FROM BONAFIDE AGENCIES/FIRMS/PRINTING PRESS / STATIONARY ARTICLES SUPPLIERS/REGISTERED CO-OPERATIVES AND OTHER REGISTERED SUPPLIERS FOR SUPPLYING STATIONARY ARTICLES, FORMS, REGISTERS ETC. AS DETAILED IN THE ENCLOSED LIST AS PER SPECIFICATION AS NOTED AGAINST EACH ARTICLE/ITEM.

(Through Pre-qualification)
(Submission of Bid through *NIC e tender portal*)

The Secretary, West Bengal Information Commission invites bids through E- tenders in two bid systems (Technical and Financial Bid) for supplying stationary articles, forms, registers etc. For details and downloading of tender, interested parties may please visit website: <https://wbtenders.gov.in> (Organization- West Bengal Information Commission). For any further assistance, please visit o/o the Secretary, West Bengal Information Commission, 11A, Mirza Ghalib Street, Kolkata – 700 087 during schedule on & from 15/07/2025 to 04/08/2025.

1. GENERAL INSTRUCTIONS:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the **West Bengal Information Commission's** website www.wbic.wb.gov.in . Any subsequent notice regarding this e-tender shall be uploaded on these two websites only. Bidders are requested to check these two websites regularly for this purpose.

Requisite earnest money to be submitted using the online payment mode.

2. SUBMISSION OF BIDS:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the **Company personnel only (having Authorization from the company management)** in the website <https://wbtenders.gov.in>. All papers must be submitted in English language with Page Marking.

