

**GOVERNMENT OF WEST BENGAL**  
**Department of Mass Education Extension & Library Services**  
**Bikash Bhavan, 5<sup>th</sup> Floor**  
**Kolkata 700 091.**

No. 382/MEELS/Sectt./Estt.  
EM/O/Estt/13S-03/17 (Pt.)

Dated, Kolkata, 20.07.2018.

NOTICE INVITING QUOTATIONS

Sealed Quotations are hereby invited by the Department of Mass Education & Library Services from the reputed and bonafide Suppliers for supplying Stationeries, computers, Computer Accessories and all other Computer related Gadgets for official use on and from 16<sup>th</sup> Day of August,2018 to 15<sup>th</sup> Day of August,2019.

It is instructed to drop the sealed quotations in the tender box kept at the office at 5<sup>th</sup> Floor .Bikash Bhawan, Salt Lake City, Kolkata-91 in the prescribed form which is available in the website given below as well as given in the Noticed Board of the Department strictly before 15.00 hrs.on 14<sup>th</sup> day of August,2018.The sealed quotations will be opened on 15.25 hrs., on 14<sup>th</sup> day of August,2018.

*Bhargyula*  
Assistant Secretary.

website :- [meels.gov.in](http://meels.gov.in)

### ANNEXURE – I

Last Date & Time of Submission of Tenders :-14.08.2018 up to 15.00 hrs  
Date & Time of Opening of Tenders :-14.08.2018 at 15.25 hrs.

Ref :- Terms & conditions for contract relating to the supply of computers etc. on the basis of as & when required during the period of contract.

| Sl.No. | Particulars                   | Configuration   | Brand             | Earnest Money to be submitted   |
|--------|-------------------------------|---|-------------------|---|
| 1.     | Computer                      | Processor - i5,4GB RAM, 1TB HDD<br>Monitor – LED 18.5”<br>Windows 10 professional | Any reputed brand | Rs.10,000/-<br>under the head of account “ 8443 – 00 – 103 – Security Deposit – 001 – Earnest / Security Money – 07 – Deposit”. |
| 2.     | Sound Box                     |   |                   |   |
| 3.     | Printer                       | LJ printer, Color printer, Multifunctional printer                                |                   |   |
| 4.     | Scanner                       | Legal page.   |                   |   |
| 5.     | Optical Scroll Mouse Normal   |   |                   |   |
| 6.     | Optical Scroll Mouse cordless |   |                   |   |
| 7.     | Pendrive                      | 16GB,32GB   |                   |   |
| 8.     | EHD                           | 1TB,2TB   |                   |   |
| 9.     | Spike buster                  |   |                   |   |
| 10.    | UPS                           | 600 VA,800 VA   |                   |   |
| 11.    | UPS Battery                   | 7 AH  |                   |   |

1. Those who submit Quotations should enclose photocopies of credentials with the Quotation. The original documents should be produced as & when required.
2. The total value of purchase for computers and computer accessories etc. in the last financial year of 2017-18 was Rs.19,00,488/-.
3. The bidders must produce documents in support of a minimum annual turnover of not less than Rs.20,00,000/- for last three consecutive years.
4. Rates, inclusive of GST, should be given as per the format enclosed.
5. There should be clear mention of the brand against each of the tendered items in cases where the same is sought for.
6. Rates without any brand in cases where it is sought for will summarily be cancelled .
7. The contract shall remain valid for a period of one year with effect from 16.08.2018 to 15.08.2019 which may be extendable up to six months on mutually agreed terms. This will take effect from the date to be specified in the Contract Order.
8. Earnest Money as mentioned in the table should be submitted along with the Sealed Quotations through T.R.Form No.7 at RBI in favour of- “Joint Secretary , Mass Education Extension & Library Services Department, Bikash Bhavan, Salt Lake, Kolkata,700 091” under the head **“ 8443 – 00 – 103 – Security Deposit – 001 – Earnest / Security Money – 07 – Deposit”**.

Next page

9. Items supplied should strictly conform to the items specified in the Annexure – I. MEE&LS Department reserves the right to evaluate and satisfy itself with the quality of the items supplied.
10. MEE&LS Department reserves the right to terminate the Quotation in case of violation of any part of the contract.
11. During opening of the Sealed Quotation the authorized representatives of the participants may remain present. The decision of the “Tender Selection Committee” will be final & binding in the matter of selection of Rates. MEE&LS Department also reserves the right to accept or cancel/reject any or all Quotations wholly or in part without assigning any cause whatsoever.

*Sandip Dasgupta*  
Assistant Secretary  
SANDIP DASGUPTA  
Assistant Secretary  
Mass Education Extension  
& Library Services Department  
Govt. of West Bengal

**ANNEXURE – II**

Last Date & Time of Submission of Sealed Quotations :- 14.08.2018 up to 15.00 hrs  
Date & Time of Opening of Sealed Quotations :-14.08.2018 at 15.25 hrs.

Ref :- Terms & conditions for contract relating to the supply of items listed below on the basis of as & when required during the period of contract.

| Sl.No. | Items                      | Specification                    | Brand               | Rate required                   | Earnest Money |
|--------|----------------------------|----------------------------------|---------------------|---------------------------------|---------------|
|        | Copier Paper               | A4                               | Any branded product | Per rim/500 pc.pkt.             | Rs.10,000/-   |
|        | Copier Paper               | FS                               | -do-                | -do-                            |               |
|        | Attendance Register        | 60 pages                         | Not required        | Per unit                        |               |
|        | Stock register             | Book of 100 pages                | -do-                | -do-                            |               |
|        | Cash Book                  | -do-                             | -do-                | -do-                            |               |
|        | Case Book                  | -do-                             | -do-                | -do-                            |               |
|        | Receipt Register           | -do-                             | -do-                | -do-                            |               |
|        | General Register           | -do-                             | -do-                | -do-                            |               |
|        | File Registers             | -do-                             | -do-                | -do-                            |               |
|        | Bill Register              | -do-                             | -do-                | -do-                            |               |
|        | Peon Books                 | -do-                             | -do-                | -do-                            |               |
|        | 1 <sup>st</sup> Note sheet | -do-                             | -do-                | -do-                            |               |
|        | 2 <sup>nd</sup> Note sheet | -do-                             | -do-                | -do-                            |               |
|        | Draft page                 | -do-                             | -do-                | -do-                            |               |
|        | Ball point pens            | For officers use (high quality)  | Any branded product | Per pc.                         |               |
|        | Ball point pens            | For office use (medium quality)  | -do-                | Per dozen                       |               |
|        | Marker pens                | For office use                   | -do-                | Per pc.                         |               |
|        | Correctional pen           | -do-                             | -do-                | Per pc.                         |               |
|        | File Covers                | -do-                             | Not required        | Per 100 pc.                     |               |
|        | File binding tape          | -do-                             | -do-                | Per roll                        |               |
|        | White flat tape            | -do-                             | -do-                | Per roll                        |               |
|        | Jem's clip                 | -do-                             | -do-                | Per box                         |               |
|        | Pins                       | -do-                             | -do-                | Per box                         |               |
|        | Paper cutters              | -do-                             | -do-                | Per pc.                         |               |
|        | Scissors (small)           | -do-                             | Any branded quality | Per unit                        |               |
|        | Staplers (big)             | -do-                             | -do-                | -do-                            |               |
|        | Staplers (big)             | -do-                             | -do-                | -do-                            |               |
|        | Duster                     | For officers' use                | -do-                | Per dozen                       |               |
|        | Duster                     | For office use                   | -do-                | Per dozen                       |               |
|        | Floor mopper               | -do-                             | -do-                | Per six pc.                     |               |
|        | Scented phenyl             | -do-                             | Any branded product | Per 5 liter can                 |               |
|        | Room freshner              | -do-                             | -do-                | Per unit                        |               |
|        | Towel                      | For officers use                 | Not required        | Per unit                        |               |
|        | Hand washing soap          | For office use                   | Any branded product | Per unit                        |               |
|        | Cup Plates                 | For officers' use [high quality] | -do-                | Per 6pc set (6 cups + 6 plates) |               |

1. Those who submit Sealed Quotations should enclose photocopies of credentials with the Quotation. The original documents should be produced as & when required.
2. The total value of purchase for stationeries etc. in the last financial year of 2017-18 was Rs.26,04,788/-.
3. The bidders must produce documents in support of a minimum annual turnover of not less than Rs.28,00,000/- for last three consecutive years.

Next page

4. Rates, inclusive of GST, should be given as per the format enclosed.
5. There should be clear mention of the brand against each of the tendered items in cases where the same is sought for.
6. Rates without any brand in cases where it is sought for will summarily be cancelled .
7. The contract shall remain valid for a period of one year with effect from 16.08.2018 to 15.08.2019 which may be extendable up to six months on mutually agreed terms. This will take effect from the date to be specified in the Contract Order.
8. Earnest Money as mentioned in the table should be submitted along with the Sealed Quotations through T.R.Form No.7 at RBI in favour of "Joint Secretary , Mass Education Extension & Library Services Department, Bikash Bhavan, Salt Lake, Kolkata,700 091" under the head "**8443 – 00 – 103 – Security Deposit – 001 – Earnest / Security Money – 07 – Deposit**".
9. Items supplied should strictly conform to the items specified in the Annexure – II. MEE&LS Department reserves the right to evaluate and satisfy itself with the quality of the items supplied.
10. MEE&LS Department reserves the right to terminate the Quotation in case of violation of any part of the contract.
11. During opening of the Quotations, the authorized representatives of the participants may remain present. The decision of the "Tender Selection Committee" will be final & binding in the matter of selection of Rates. MEE&LS Department also reserves the right to accept or cancel/reject any or all Quotations wholly or in part without assigning any cause whatsoever.

*Sandip Dasgupta*  
Assistant Secretary  
**SANDIP DASGUPTA**  
Assistant Secretary  
Mass Education Extension  
& Library Services Department  
Govt. of West Bengal

**QUOTATION FOR COMPUTER, COMPUTER ACCESSORIES & OFFICE STATIONERIES**

IN REFERENCE TO NOTICE INVITING QUOTATION No.382/MEELS/Sectt/Estt./EM/O/ESTT/13S-03/17(Pt.) Dt.20.03.2018 WE HEREBY OFFER OUR QUOTATIONS FOR SUPPLY OF THE STATIONERIES, COMPUTER, COMPUTER ACCESSORIES AND ALL OTHER COMPUTER RELATED GADGETS FOR OFFICIAL USE SPECIFIED IN THE UNDERWRITTEN MEMORANDUM FOR THE PERIOD FROM 16.08.2018 TO 15.08.2019 WITHIN THE LIMIT SPECIFIED IN SUCH MEMORANDUM AT THE RATES SPECIFIED THEREIN AND IN ACCORDANCE WITH THE SPECIFICATIONS AND INSTRUCTIONS MENTIONED IN THE CLAUSES OF THE ANNEXED TERMS AND CONDITIONS.

**MEMORANDUM**

- A. General Description: -
- B. The Original Challan of Earnest Money Deposit: -
  - a. Amount: -
  - b. Number: -
  - c. Date: -
- C. I.T. Reference (if any)/PAN No (with copy): -
- D. GST Registration No.: -
- E. P.T. Regn. No.: -
- F. Trade License No. (with copy): -
- G. Co-operative Regn. No. (for Co-operative Scty.): -
- H. Cottage & Small Scale Industries regn. No. (for C& SSI): -
- I. Time required for supply: -
- J. Rates for the items per unit: -

| Sl.No | I T E M | UNIT | RATE TENDERED |
|-------|---------|------|---------------|
| 1.    |         |      |               |
| 2.    |         |      |               |
| 3.    |         |      |               |
| 4.    |         |      |               |
| 5.    |         |      |               |
| 6.    |         |      |               |
| 7.    |         |      |               |
| 8.    |         |      |               |
| 9.    |         |      |               |
| 10.   |         |      |               |
| 11.   |         |      |               |
| 12.   |         |      |               |
| 13.   |         |      |               |
| 14.   |         |      |               |
| 15.   |         |      |               |

Should this Quotation be accepted I / We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed hereto.

A sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) only is hereby forwarded through **T.R.Form No.7** pledged to the Mass Education Extension & Library Services Department made in favour of Joint Secretary, Mass Education Extension & Library Services Department as Earnest Money the full value of which is to be forfeited to the Government should I / We fail to supply computer, computer accessories and all other computer.related gadgets and stationeries for official use as per terms & conditions laid down in the Annexure.

Dated, the \_\_\_\_\_ day of \_\_\_\_\_ 2018.

(Signature of vendor)

Signature of Witness

- 1. Name: -  
Address: -  
Occupation: -
  
- 2. Name: -  
Address: -  
Occupation: -