

WEBEL TECHNOLOGY LIMITED

(A Govt. of West Bengal Undertaking)

An ISO 9001:2008 Company

Plot – 5, Block – BP, Sector – V, Salt Lake, Kolkata – 700091

TENDER NOTICE

No. WTL/INHOUSE/SECP/16-17/028

Date: 20.02.2017

We have in-house requirement for Stationary, Electrical Consumables, Computer Consumables & Printing items for the financial year 2017-2018. The details of Bill of material are given in following Annexure, which are enclosed.

- | | | |
|--|---|--------------|
| 1. Bill of Material for Stationary items | - | Annexure – A |
| 2. Bill of Material for Electrical items | - | Annexure – B |
| 3. Bill of Material for Computer Consumables | - | Annexure – C |
| 4. Bill of Material for Printing items | - | Annexure – D |

The vendors can quote for all the items or any of the items mentioned in above Annexure – A to D.

Please send us the rates along with the required documents in a sealed envelope within 10th March 2017 confirming to the specification as stated in the Annexure – A to D enclosed.

1. Rate to be quoted inclusive of taxes and other charges as per Price Sheet format enclosed, marked as Annexure 1 to 4, duly stamped & signed. The rates to be remain valid from 1st April 2017 to 31st March 2018.
2. During the validity period the price is firm. No price escalation will be allowed during the period.
3. If any bidder refuse to supply the material at contract rate during the validity period then necessary penalty will be imposed.
4. The material should be delivered as per our schedule, which will be intimated on time-to time basis. If material is not supplied with the delivery period then necessary penalty will be imposed.
5. WTL reverse the right to impose necessary penalty for non supply of material against the order. If required, proportionate amount may be deducted against the bidder's pending bill.
6. The bidder should have valid VAT Registration Certificate, copy of which should be submitted along with the offer. The bidders have applied for the

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VAT Registration Certificate may submit the offer with proper evidence of application.

7. The delivery of the material should be made at Webel Technology Limited (WTL) office premises free of cost.
8. Payment Terms: Within 30 days from the date of acceptance of material after submission of bill subject to acceptance of material.
9. The Price Bid to be submitted as per format (Annexure – 1 to 4) enclosed showing the Taxes & duties separately.
10. The material will be inspected at WTL office premises. If it is not found as per specification then the same should be replaced free of cost.
11. WTL reserves the right to split up and distribute the order among the successful bidders and to curtail any item or work in the schedule partly or fully.
12. WTL reserve the right to reject or accept or withdraw the tender in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere.
13. The bidder with lowest quote would normally be awarded the contract. WTL reserves the right to negotiate and split the order.
14. After finalization of rates, order will be placed on awarded bidders with the condition that the quantity will be intimated on time to time basis and delivery will be made with the stipulated time.
15. Price to be quoted as per the make mention in the Annexure –A to D. No other make will be accepted unless it is approve by WTL.
16. After placement of order vender will not be allowed to change the make without prior approval of WTL.
17. For any clarification and sample, please contact Mr. Dilip Bhattacharyya, contact No. 23673403-06, Extn – 236.
18. Any query and clarification related to the document will be entertained up to 2nd March 2017.
19. Last date and time of Tender submission is 10th March 2017 at 14.30 hrs.

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Plot – 5, Block – BP, Sector – V, Salt Lake, Kolkata – 700091

20. Date and time of tender opening 10th March 2017 at 15.00 hrs.

21. Bidders are request to be present at the time of tender opening.

22. Following document to be submitted :

- a) Copy of VAT Registration Certificate.
- b) Copy of PAN Card
- c) Stamped & Signed Tender Notice.
- d) Copy of valid Trade Licence.
- e) Price Sheet (Annexure – 1 to 4) as per format duly stamped and signed.

**Purchase Department
Webel Technology Limited**

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BILL OF MATERIAL

Annexure - 'A'

STATIONERY ITEMS

Sl No.	Description of Items
1	A-4 Paper, Bilt Copy Power/J K Sparkle, Size-210x297mm, 75gsm
2	Demi Paper, Size-Legal
3	Paper, Bilt Copy Power/ J K Sparkle, Size 215 x 345 mm, 75gsm
4	Computer Paper, perforated, 80 gsm, Size-10 x 12", TNPL
5	C D - R80 / 700 MB / 52X , Moserbear make
6	Plstic Pouch with Divider for CD
7	Stock Register, No. 16, 388 pages, Paper Size - legal with Index System, Page numbered & ruled
8	Register, No. 10, 216 pages, Paper Size - legal with Index System, Page numbered & ruled
9	Register, No. 6, 1/6 Ruled, 150 Pages with numbering
10	Adhesive Tape (Brown), Size -2", WONDER make (Length - 40 to 50 mts)
11	Cello Tape (Adhesive), Size : 1/2", WONDER make (Length - 30 to 40mts)
12	Cello Tape (Adhesive), Size : 2", WONDER make (Length - 40 to 50mts)
13	DVD (4.7 GB) with case, Sony/Moserbear make
14	Gum Tube, Pidilite (Fevi) make, Qty - 20 ml
15	Glue Stick, Pidilite (Fevi) make, Qty - 15 gms.
16	Binder Clip (Black), Size: 25 mm Diamond/SDI make
17	Binder Clip (Black), Size: 32 mm Diamond/SDI make
18	Binder Clip (Metal), Size: 4 cm Tiger make
19	Binder Clip (Metal), Size: 8 cm Tiger make
20	Gems Clip, Plastic, Spectrum make, 20 gms.
21	Gems Clip, 26mm, Spectrum/Bell make.
22	Alpin, Bell make
23	Punching Machine, Small, Kangaro make, DP-280
24	Punching Machine, Big, Kangaro make, DP-600
25	Punching Machine, Big, Kangaro make, DP-700
26	Stapler Pin (Small), Kores make for model No. 10
27	Stapler Pin (Big), Kores make for model No. HP-45
28	Stapler Machine, Small, Kangaro -10 make
29	Stapler Machine, Big, Kangaro HP-45 make
30	Business Card Folder, 240 Capacity, SVS/AJP make
31	Pencil Carbon Paper, Kores make
32	Eraser, Nataraj make
33	Wood Pencil, Nataraj make
34	Pencil Cutter (Sharpner) Nataraj make
35	Plastic Scale, 12", Camel make
36	Arch Fiel, Big, Kangaro Clip, S S Type, Ambassador / PAL make
37	Plastic Folder A /4 size with channel (King/Profile brand or equivalent)
38	Plastic Folder (L Type) plain, soft quality (File Max or equivalent brand)
39	Permanent Marker Pen, Reynolds make
40	Highliter Pen, Faber-Castel make

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41	Board Marking Pen, Reynolds/Luxor or Faber-Castell make
42	OHP Marker permanent fine tip, Luxor make
43	Pen, Cello Gripper, 0.5
44	Refill, Cello Gripper, 0.5
45	Pen, Linc Ocen Gell
46	Pen, Renolds Giffy Gell
47	Refill, Linc Ocen Gell
48	Refill, Renolds Giffy Gell
49	Correction Pen (White ink), Qty- 10 ml, Oval/Flair/ Faber Castle make
50	Shorthand Note Book, Ruled, 100 pages Branded
51	Stamp Pad, Small, Size - 115 x 65 mm, Colour - Violet, Faber Castell/Soni Office Mate (Feather touch)/Camel make
52	Stamp Pad, Big, Size - 517 x 96 mm, Colour - Violet, Faber Castell/Soni Office Mate (Feather touch)/Camel make
53	Stick-On-It, Size - 2" x 3", 3M Innovation make
54	Stick-On-It, Prompts (Try colour) Size - 2" x 3", 3M Innovation/Infity make
55	Writing Pad, Size - 1/6, 50 pages, Plain
56	Writing Pad, Size - 1/8, 25 pages, Plain
57	Pen, Double side ball, Link Elegand/Prince make, (red+blue)
58	Refill 1500 - Link make
59	Battery AA size (Pencil Battery), Eveready or Equivalent make
60	Battery AAA size (Pencil Battery), Eveready or Equivalent make
61	Calculator 12 digit Citizen/Orpat Table model
62	Scissors 7" Long single pack
63	Staff Attendance Register as per sample
64	Paper Separator with Index, Size-A 4
65	Paper Separator with multicolour, Size- A 4

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Plot – 5, Block – BP, Sector – V, Salt Lake, Kolkata – 700091

BILL OF MATERIAL

Annexure -'B'

COMPUTER CONSUMABLE ITEMS

Sl No.	Description of Items
1	Inkjet Cartridge, Black, No. 15D, HP make
2	Inkjet Cartridge, Coloured, No. 17, HP make
3	Toner Cartridge No. 12A, for Printer No. 1020, HP make
4	Toner Cartridge, 42A, HP make
5	Toner Cartridge, Black CE 278A, HP make
6	Laserjet Cartridge, Black 88A, HP make
7	Inkjet Cartridge, No. 940 XL, Black, HP make
8	Inkjet Cartridge, No. 940 XL, Yellow, HP make
9	Inkjet Cartridge, No. 940 XL, Magenta, HP make
10	Inkjet Cartridge, No. 940 XL, Cyan, HP make
11	Toner Cartridge Black, No. CE 310A, HP make for Printer No. CP-1025
12	Toner Cartridge Blue, No. CE 311A, HP make for Printer No. CP-1025
13	Toner Cartridge Yellow, No. CE 312A, HP make for Printer No. CP-1025
14	Toner Cartridge Magenta, No. CE 313A, HP make for Printer No. CP-1025
15	Printer Ribon, TVS SD 745 make
16	Inkjet Cartridge, Black, No. 400A, HP make for Printer HP Colour Laserjet Pro MFP M 277 dw
17	Inkjet Cartridge, Cyan, No. 401A, HP make for Printer HP Colour Laserjet Pro MFP M 277 dw
18	Inkjet Cartridge, Yellow, No. 402A, HP make for Printer HP Colour Laserjet Pro MFP M 277 dw
19	Inkjet Cartridge, Magenta, No. 403A, HP make for Printer HP Colour Laserjet Pro MFP M 277 dw
20	Catronics Fax Ribbon - 70 MTS, Panasanic make Fax Machine Model No. KX-FM387CX
21	USB Keyboard, TVSE Gold make
22	USB Mouse, Logitech make
23	Wireless Mouse, Logitech make
24	USB HUB (4 Port) 3.0 (External HDD support)

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Plot – 5, Block – BP, Sector – V, Salt Lake, Kolkata – 700091

BILL OF MATERIAL Annexure -'C' ELECTRICAL ITEMS

Sl No.	Description of Items
1	Fuse, 32 Amps, Type HF 14 x 5, L&T make
2	Fuse, 32 Amps, Type HTA 32, Havels make
3	Fuse, 200 Amps, Type HTSF 200, Havels make
4	PL-S Lamp, 11 watt, Philips/Havells make
5	PLS Choke, 11 Watt, Philips make
6	PLS Lamp Holder, 11 Watt, Havels/Philips make
7	Spot Lamp, 60 watt, Philips make
8	Starter 230 V-20-65 W for tube light, Philips make
9	Tube light, 36 watt, Philips make True Light
10	Electronic Ballast, EB-F136-36/40 W for Tube Light, Philips make
11	Tube Fitting Lock type Holder, any make
12	Choke (Philips) PLS Lamp-11 watt
13	MCB, 32 Amps TPN, Havells make
14	MCB, 63 Amps TPN, Havells make
15	MCB, 20 Amps (Single Pole) , Havells make
16	Single Phase Motor Starter, 1.0-18.0 Amp, 240 Volt, Northwest make
17	3 Pin Socket, 15 Amps with Top, Make North West for A.C machine
18	Switch Autocad Thermostat for AC Machine
19	Branded PVC Tape, Size - 2", Length - 40 to 50 mts
20	Deemer, 400 W, make : Freedom or equivalent, 240 V
21	8 Modular Plate (Make: Falcon or equivalent)
22	Modular Switch (Make: Falcon or equivalent) 6 AMP
23	Modular Socket 5 Pin (Make: Falcon or equivalent) 6 AMP

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BILL MATERIAL

Annexure -'D'

PRINTING ITEMS

Sl No.	Description of Items
1	Cover File with screen printing with lace, colour-Yellow, as per sample
2	Flat File with spring system & screen printing, Colour-Grey, as per sample
3	Computer File with screen printing, Colour - Yellow, Size - 12" x 10", as per sample
4	Out Pass Book, Maplitho Paper, (1+1), (White+Pink), Offset Printing, Size- 7" x 8.5" with cheque binding & numbering, as per sample, (50 sets/book)
5	Outdoor Duty Book, Maplitho Paper, (1+1), (White+Pink), Offset Printing, Size-5" x 8.5" with cheque binding & numbering, as per sample, (50 sets/book)
6	Money Receipt Book, Maplitho Paper, (1+1), (White+Pink), Offset Printing, Size-5.2" x 8.5" with cheque binding & numbering, as per sample,(50sets/book)
7	Traveling Expense Book, Bilt Copy Power, 75 gsm, with both side print, Size - Fullscape, White with pad binding & numbering, as per sample, (100 pages/book)
8	WTL Letter Head, Bilt Copy Power, 85 gsm, Bi-colour with screen printing on Executive Bond, Size - A-4 size, as per sample, (100 pages/Pad)
9	Continuation Sheet, Bilt Copy Power, 85 gsm, Single colour with screen printing on Executive Bond, Size-A-4, as per sample, (100 pages/Pad)
10	Envelop, Non-window, White with single colour screen printing (36 kg maplitho), Size - 10" x 4/3/4", as per sample
11	Envelop, Window, White, with Single colour screen printing (36 kg maplitho), Size - 10" x 4/3/4", as per sample
12	Cloth Envelop, White, with Single colour screen printing, Size -16" x 12", as per sample
13	Envelop, Brown, with Single colour scren printing, Size - 14" x 10", as per sample
14	Visitor Slip, Maplitho Paper, 70 gsm with printing & numbering, Size: 3" x 4", white, as per sample, (100 pages/Pad)
15	Cash Requisition Book, Maplitho paper, White, with printing & pad binding, Size: 7" x 4.6", as per sample, (50 pages/book)
16	Car Requisition Book, Bilt Copy Powwer, 75gsm, with Offset printing, numbering, pad binding & perforation, Size : 5.5" x 8.5", as per sample, (100 pages/Pad)
17	Cheque Statement Book, Bilt Copy Power, 75 gsm, with Offset printing & pad binding, White, Size: 5.5" x 8", as per sample, (100 pages/pad)
18	Medical Expense Reimbursement Form, Colour - white, Size -A-4, Offset Printing Pad binding, as per sample, (100 pages/book)
19	Purchase/Issue Requisition Book, Maplitho paper, 75 gsm, Size - 8.5" x 6.5", Cheque binding & numbering, as per sample, (100 pages/Book)
20	Visiting Card, Bi-colour printing, Plastic card
21	Visiting Card, Bi-colour printing, Britania card
22	Service Book, Maplitho paper, (1+2), (White+Pink+Yellow), Size - 5.5" x 8", Cheque binding & numbering, as per sample, (50 set/Book)
23	Visitors Register, Offset printing with WTL full address ruled greenis paper (conquest) with leather binding & page numbering, Size - Full scape, as per sample, (300 pages/Book)
24	Motor Car Log Book, Offset printing greenis paper (conquest), Rulled paper,

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	Size - 8.5" x 6.5", with numbering and leather binding, as per sample, (300 pages/Book)
25	WTL Leave Card size : 9" X 11" , 250 gsm, MG Board, Blue colour, both side printing, as per sample
26	Leave Application Form, Size - A-4, White paper, Offset printing, Pad binding, as per sample, (100 pages/book)
27	Conveyance Bill book, A-4 size copy power paper white, offset printing as per sample, pad binding & Numbering (50 pages / book)
28	Note Sheet on demi paper Legal Size, Offset printing , pad binding, as per sample (50 pages/book)
29	Road Challan/Material Gatepass, Maplitho paper, (1+2), (White+Green+White), Size - 7" x 8" Cheque binding & numbering, as per sample, (100 set/Book)
30	Dak Receipt Register, Offset printing with WTL full address ruled greenis paper (conquest) with leather binding & page numbering, Size - Full scape, as per sample, (300 pages/Book)
31	Dak Despatch Register, Offset printing with WTL full address ruled greenis paper (conquest) with leather binding & page numbering, Size - Full scape, as per sample, (300 pages/Book)
32	Plastic Folder A/4 size with channel (King/Profile brand or equivalent) with screen printing with WTL full address
33	Advance Adjustment (except Tour Bill Adjustment) Form, Colour - white, Size -A-4, Offset Printing Pad binding, as per sample, (100 pages/book)
34	Movement Order Book, Maplitho paper, (1+2), (White+Pink+Yellow), Size - A-4, Cheque binding & numbering, as per sample, (100 pages/Book)