



**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF RASHTRIYA UCHCHATARA SHIKSHA ABHIYAN (RUSA)
HIGHER EDUCATION DEPARTMENT
BIKASH BHAVAN, SALT LAKE**

No: 18-Edn/RUSA-12/15/Comp-18

Date: 03.06.2015

**NOTICE INVITING ITEM RATES OF DIFFERENT OFFICE STATIONERIES
FOR THE DIRECTORATE OF RUSA**

Directorate of Rashtriya Uchchatara Shiksha Abhijan (RUSA) invites item rates from reputed suppliers / agencies to undertake the job of supplying different office stationeries and materials to the Directorate of Rashtriya Uchchatara Shiksha Abhijan (RUSA), 6th Floor, Bikash Bhaban, Salt Lake, Kolkata

The last date for submission of bids is 12.06.2015 (Friday) at 15:00 hrs. at the Directorate of Rashtriya Uchchatara Shiksha Abhijan (RUSA), 6th Floor, Bikash Bhaban, Salt Lake, Kolkata. Detailed terms and conditions etc. may be seen from the website www.highereducationwb.in (RUSA Template)

Deputy State Project Director
Rashtriya Uchchatara Shiksha Abhijan (RUSA)



NOTICE INVITING ITEM RATES OF DIFFERENT OFFICE STATIONERIES FOR THE DIRECTORATE OF RUSA

PART I – STATEMENT & PURPOSE OF THE N.I.T.

The Directorate of Rashtriya Uchchatar Shiksha Abhijan (RUSA), is an independent directorate of Government of West Bengal under the Department of Higher Education. The main task of the Directorate is to flow fund to the higher education institutions of the State to achieve a higher Gross Enrolment Ratio (GER). The Directorate, presently having its administrative office at 6th Floor, Bikash Bhaban, Salt Lake has started functioning in full pace from the 2015-16 financial year. To run this Directorate successfully with a staff strength of nearly fifteen persons including officers and other employees to achieve the mentioned aim, all types of office stationeries will be required for which the process of procurement on regular basis is thus initiated.

Applications are invited from the registered Co-operative Societies only for procurement of all types of office stationery items for RUSA.

PART II – PROCESS OF BIDDING

The documents bearing the technical qualification of the intending bidder have to be submitted in a sealed packet marking “PACKET-A”. This packet must be super-scribed “PACKET A – TECHNICAL QUALIFICATION” and must also bear the name of the bidder along with the IT/ST/PT clearance certificates and the copy of the registration certificate under co-operation department.

The quotation of rates per unit / piece of every item, in given format, has to be submitted in a sealed packet marking “PACKET-B”. This packet must



be super-scribed “PACKET B – FINANCIAL PROPOSAL” and must also bear the name of the bidder.

All the above mentioned packets have to be submitted in a separate sealed envelope marking “QUOTATION OF RATES OF STATIONERY ITEMS FOR RUSA”. The quotations must be submitted within 15:00 hrs on 12th June, 2015 (Friday) at the Directorate of Rashtriya Uchchatara Shiksha Abhijan (RUSA), Room No: 617, 6th Floor, Bikash Bhaban, Salt Lake, Kolkata

Offer(s) will not be received and accepted after the stipulated date and time.

PART III – OPENING OF BIDS

PACKET A of the qualified bids will be opened on 12th June, 2015 (Friday) at 15:30 hrs Directorate of Rashtriya Uchchatara Shiksha Abhijan (RUSA), 6th Floor, Bikash Bhaban, Salt Lake, Kolkata for technical evaluation. Bidders will be given the opportunity to make the presentation of the documents to the Evaluation Committee which has been submitted by them in the sealed cover. No extra/ complementary document will be allowed to be presented during this evaluation of the application.

PACKET B of the bid which contains the item / piece wise rate will be opened on 12th June, 2015 (Friday) at 16:00 hrs at the Directorate of Rashtriya Uchchatara Shiksha Abhijan (RUSA), 6th Floor, Bikash Bhaban, Salt Lake, Kolkata after evaluation of the technical qualification and hence eligibility of the bidders .

If a Technical Bid does not qualify, the corresponding Financial Bid will not be opened.



PART IV – PROCESS OF EVALUATION AND SELECTION OF BID

Bids will be evaluated on Lowest Rate Basis to ensure a fair and transparent method of selection.

For all bidder's, the Technical Qualification will be evaluated first. The bidder shall be given an opportunity to make presentation, verbal/ documentary, on the date specified earlier if felt necessary.

Agencies responding to the tender notice should comply with the following requirements and copies of supporting documents, wherever applicable, should also be enclosed with the technical Bid:

- Should have *all* proper documents, *including* valid trade License, PAN Card, Sales Tax Clearance Certificate. Income Tax clearance certificate
- Should have its own service / supply centre in Kolkata to render service support directly
- Should have experience of working with Government Organizations
- Should have the registration under co-operation department as a co-operative society.

For those technically qualified bidder(s), the Financial Proposal will be opened on the date as mentioned earlier. That technically eligible bidder will be selected, who will quote the minimum rate for all items. If minimum item wise rate of the specified stationery item is quoted by more than one bidder, then the panel of bidder for specific item against minimum quoted rate will be finalised.

Deputy State Project Director
RUSA



APPLICATION FORMAT

1. Name of the Agency :
2. Address with Telephone no. etc. of Kolkata office :
3. Income Tax PAN / TAN No. :
4. Name of the proprietor / Partners / Directors :
5. Date of Establishment / Incorporation :
6. Formal Registration document :
(copy to be enclosed)
7. No. of years in the business :
8. Particulars of Regd. / Head Office :
9. List of Major Corporate / Government Clients services

I / we hereby certify that all the particulars given above are correct and true to the best of my / our knowledge.

Signature

(Authorised Representative)

Full Name

Designation

Address

Note: If needed, the agency can use separate sheets for explaining the above points



FORMAT FOR SUBMISSION OF BID DOCUMENT

SL NO.	ITEM	MAKE / BRAND	UNIT	RATE (Rs)
A.	PAPER ITEM			
1	XEROX PAPER A-4 SIZE 75GSM	COPY POWER	REAM	
2	XEROX PAPER (A3) 75GSM	COPY POWER	REAM	
3	XEROX PAPER (A2) 75GSM	COPY POWER	REAM	
4	XEROX PAPER (Legal) 75GSM	COPY POWER	REAM	
5	XEROX PAPER (F.S) 75GSM	COPY POWER	REAM	
B	PEN ITEM			
1	REYNOLDS GEL PEN	REYNOLDS	Box of 10 nos	
2	LINC GLYCER PEN (BLUE/BLACK/RED)	LINC	Box of 10 nos	
3	BOTH SIDE PEN	Linc (elegant)	Box of 10 nos	
4	USE AND THROW PEN	AGNI	Box of 20 nos	
5	JOTTER PEN(LINC)	LINC	Box of 10 nos	
6	ERASING PEN(KORES WHITE)	KORES	Box of 10 nos	
7	REYNOLD GEL REFILL	REYNOLDS	Box of 10 nos	
8	GLYCER REFILL LARGE (BLUE / BLACK / RED)	LINC	Box of 10 nos	
9	SMALL REFILL (LINC) (BLUE/BLACK/RED)	"	Box of 10 nos	
10	JOTTER REFILL (LINC)	"	Box of 10 nos	
11	SKETECH PEN		Box of 10 nos	
12	MARKER PEN	Reynolds /Ferber Castel	Box of 10 nos	
13	HIGHLIGHTER PEN	Flair / Febercastle	Box of 10 nos	
C.	REGISTER AND PAD ITEM			
1	REGISTER NO. -4	GOOD QUALITY	PC	
2	REGISTER NO. -8	"	PC	
3	REGISTER NO. -10	"	PC	
4	REGISTER NO. -12	"	PC	
5	REGISTER NO. -14	"	PC	
6	REGISTER NO. -16	"	PC	
7	REGISTER NO. -20	"	PC	
8	REGISTER NO. -24	"	PC	
9	REGISTER NO. -26	"	PC	
10	STOCK REGISTER	"	PC	
11	RECEIPT REGISTER	"	100 sheet per PCS	
12	ATTENDANCE REGISTER (SPECIMEN) CONQUEST PAPAR)	"	PC	
13	ISSUE REGISTER	"	PC	
14	PEON BOOK	"	100 sheet per PCS	
15	VISITOR SLIP PAD (SMALL) (AS PER SPECIMEN)	"	100 sheet per PCS	
16	NOTE SHEET PAD	"	100 sheet per PCS	
17	ACQUAIN TANCE ROLL (REXIN BIND)	"	PC	



18	CASE BOOK	"	PC	
19	INDEX REGISTER	"	PC	
20	CASH BOOK (DOUBLE FOLIO 15X13) PRINTED AND BINDING WITH CONQUEST PAPER	"	400 FOLIO	
21	D.O. PAD 1/4 TH	"	PC	
D.	COMPUTER ITEM			
1	FAX ROLL		PC	
2	C.D.R. (MOSERBEAR)	MOSERBEAR	BOX (1 BOX = 100 PCS)	
3	C.D.R. /W (MOSERBEAR)	"	BOX (1 BOX = 100 PCS)	
4	EXTERNAL HARD DISK DRIVE			
5	H.P. LASER JET CARTRIDGE (P1007, P1108 88A)	HP	PC	
6	H.P. LASER JET CARTRIDGE (3055 12A)	"	PC	
7	H.P. LASER JET CARTRIDGE (P1566 78A)	"	PC	
8	PEN DRIVE 8GB / 16 GB / 32 GB	KINGSTONE	PC	
9	H.P.LASERJET CARTRIDGE (P1606DN)	HP	PC	
10	DVD WRITER LG	L.G	PC	
11	UPS APC 12 VOLT	APC	PC	
12	ANTI-VIRUS (QUICK HEAL 3YEARS) 10 USERS	QUICK HEAL	PC	
13	Battery for UPS (EXIDE BATTERY) 0.5 Watt	EXIDE	PC	
14	KEYBOARD & MOUSE	LOGITECH	PC	
15	Spike Buster	GOOD QUALITY	PC	
E.	OTHER ITEM			
1	CELO TAPE 9 FUJI - SMALL) 0.5"	FUJI	DOZ	
2	CELLO TAPE (FUJI - BIG) 2"	"	PCS	
3	ALPIN (KING)	KING	PKT	
4	JAMES CLIP (METAL)	kissan	PKT	
5	JAMES CLIP (PLASTIC)		PKT	
6	GUM (GRIPEX) - 150 ML.	GRIPEX	PC	
7	GLUE STICK (15 GRAM)		PC	
8	FEVI STICK (15 GMS)		PC	
9	FEVI QUICK		PC	
10	FEVICOL (125 ML.)	FEVICOL	PC	
11	DENDRITE (50 ML)	DENDRITE	PC	
12	KNIFE	GOOD QUALITY	PC	
13	SCISSOR for (Office use)		PC	
14	BROWN ENVELPE (10 X 4.5")	"	1000 PCS	
15	BROWN ENVELPE (11 X .5")	"	1000 PCS	
16	ENVELPE WINDOW (11 X .5")		1000 PCS	
17	ENVELOPE (11 X 5) WITH PRINTED ADDRESS	"	1000 PCS	
18	SERVICE BOOK ENVELOPE (CLOTH)	"	100 PCS	
19	STAMP PAD (SMALL)	FABER CASTEL	PC	
20	STAMP PAD (BIG)	"	PC	



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21	STAPER (SIZE 10 KANGAROO)	KANGAROO	PC	
22	STAPER (SIZE 24 KANGAROO)	"	PC	
23	STAPLER PIN (SIZE : 10)	"	PC	
24	STAPLER PIN (SIZE : 24)	"	PC	
25	FILE COVER	GOOD QUALITY	100 PCS	
26	FLAP (RED)	"	100 PCS	
27	COVER FILE (FOUR FOLDER) WITH REXENE	"	PC	
28	FILE COVER WITH STILL RING	"	PC	
29	FILE COVER WITH PLASTIC RING	"	PC	
30	FLAG MARK (DIFFERENT COLOURS)	"	PAD (1 PAD = 100 PCS)	
31	VIP TOWEL	"	PC	
32	TABLE GLASS (3 X 2 X 1/4)	"	PC	
33	CALCULATOR 12 DIGIT	ORPAT	PC	
34	WATER GLASS	GOOD QUALITY	PC	
35	STAMP PAD INK - 60 ML	GRIPEX F. C	PC	
36	LOCK & KEY - 5 LIVER	ORDINARY	PC	
37	LOCK & KEY - 7 LIVER	"	PC	
38	WATER JUG (PLASTIC)	"	PC	
39	PLASTIC POT (WATER BOTTLE PET 1 LET.)	"	PC	
40	CANDLE	"	6 PCS	
41	CUP PLATE (BONE CHINA)		SET	
42	PIN CUSHION (ORDINARY)	GOOD QUALITY	PC	
43	PIN CUSHION (MAGNETIC)	"	PC	
44	DUSTER (2 X 2) AS SPECIMEN	"	PC	
45	NYLON DUSTER (WITH PLASTIC STICK)	"	PC	
46	SCALE (PLASTIC)	FABER CASTEL	PC	
47	SOAP (LIFEBOUY) - 50 GMS.	LIFEBOUY	PC	
48	TAG	GOOD QUALITY	BUNDLES (100 PCS)	
49	PEN STAND (ORDINARY)	GOOD QUALITY	PC	
50	PUNCH MACHINE (SINGLE HOLE)	KANGAROO	PC	
51	PENCIL BATTERY	EVERIDY	PC	
52	PENCIL SHARPENER	NATRAJ / F.C	PC	
53	GUTTER	GOOD QUALITY	kg	
54	ERASER (WOODEN PENCIL)	NATRAJ / F.C	PC	
55	DESK CALENDER STAND	GOOD QUALITY	PC	
56	DESK CALENDER	"	PC	
57	PAPER WEIGHT	"	PC	
58	WHITE TAPE COTTON (ORDINARY) 1"	"	8 PCS	
59	RED TAPE COTTON	"	PC	
60	ROPE (COTTON)	"	MITER	
61	PHORE	"	PC	



62	WOODEN PENCIL (NATRAJ)	NATRAJ / F.C	PC	
63	PEDESTAL FAN 18 (ORIENT) Metal / Fiber	ORIENT	PC	
64	EXTENSION CORD SKILL (5 AMP)	2 Pin / 3 Pin	PC	
65	NEEDLE (6 C.M)	GOOD QUALITY	PC	
66	VACUUM CLEANER	EURECA FOBES	PC	
67	GLASS TOP (THICKNESS 1/2")	GOOD QUALITY	PER SQ. FT.	
68	UMBRELLA	K. C. PAUL	PC	
69	BAG (3 COMP) (35 X 40 CM)	GOOD QUALITY	PC	
70	WALL CLOCK 10" DIA	AJANTA	PC	
71	EXTENSION CORD SKILL (15 AMP)	GOOD QUALITY	PC	