

## **Government of West Bengal**

### **Tender Notice**

The Director of Treasuries & Accounts, West Bengal invites sealed tenders from the bona fide and reputed Contractors / Suppliers / Manufacturers for the supply of '**Computer Papers in continuous form**' [70 / 100 GSM Papers of different size in single & multiple parts] of reputed brand and delivery of the same to the 85 Treasuries located at different District and Sub-Divisional headquarters in West Bengal throughout the year. Rates shall be inclusive of all charges including carrying & delivery cost. The existing Taxes, if any imposed by the Government, shall be shown separately and that shall be borne by the Purchaser. The tender shall be valid for one year from the date of acceptance of the tender which may be extended for a further period of one year or part thereof. An earnest money of Rs.10,000/- shall be deposited under the head "8443-00-103-001-07-Earnest Money Deposit" in T.R. Form No.7 in the R.B.I., Kolkata, in favour of Director of Treasuries & Accounts, West Bengal. The Tender Forms containing complete detail specifications, terms & conditions etc. shall be obtained from the Office of the Directorate of Treasuries & Accounts, Finance Department, Government of West Bengal, 4, Lyons Range, 2<sup>nd</sup>. & 3<sup>rd</sup>. Floor, Kolkata-700001 on any working day between 11.30 A.M. and 4 P.M. within 20 [twenty] days from the date of publication of this Tender Notice in the Newspaper i.e. upto 9<sup>th</sup>. August 2010. The detail information is also available in the website of the Finance Department, Government of West Bengal.

**Notice inviting Tender for**  
**“Supply of Computer Paper**  
**in Continuous Form**  
**for Treasuries in West Bengal”**  
**For the year 2010-11.**

ON BEHALF OF  
**DIRECTORATE OF TREASURIES AND ACCOUNTS,**  
Finance Department,  
Government of West Bengal.  
4, Lyons Range, Kolkata-700 001.

## Section I

# **INTRODUCTION AND GENERAL COMMERCIAL DETAILS**

## **1. Introduction:**

### **Current organization structure in the state for delivery of services:**

The office of the Directorate of Treasuries and Accounts, West Bengal was established for monitoring and supervising the functioning of the treasuries in West Bengal, under the overall control of the Finance (Audit) Department, Government of West Bengal. At present, the Directorate has 85 Treasuries at the 18 Districts and 46 Sub-Divisional Headquarters [including Kolkata] in West Bengal. These treasuries generate their monthly pension bills and monthly treasury accounts through computers. For this purpose the treasuries require a huge quantity of different types of computer paper in continuous form.

## **2. Scope of Work:**

- 2.1 Currently the Directorate of Treasuries and Accounts intends to procure computer papers in continuous form of different sizes and different parts for distribution to different Treasuries located in each District and Sub-Division in all over West Bengal.
- 2.2 The approximate quantity of annual requirement can be assessed from the enclosed Statement at 'Annexure-A'.
- 2.3 The Directorate of Treasuries and Accounts will place the Orders of the computer papers on the basis of requisition from different treasuries. The whole annual requirement will not be ordered at a time. The order will be placed, in phases, through out the contract period for supply and delivery of Computer Paper in continuous form at the treasuries located at different Districts and Sub-Divisions in West Bengal.
- 2.4 The Computer Papers will be delivered to various Treasuries of West Bengal by the bidder. Approximate yearly requirement is shown at Annexure-A. List of the treasuries is enclosed at Annexure-B. The rate quoted shall be inclusive of all duties, levies, transportation and delivery charges etc. The existing Tax, if any imposed by the Government, shall be shown separately and that shall be borne by the Purchaser.

## **3. Quality of Work:**

- 3.1 The computer paper shall be of good quality and of a reputed brand like 'TNPL' / 'SARASWATI' / 'SWASTIKA' / 'SILVERLINE'. The name of the 'Brand' should be mentioned in the Tender Document and the watermark of the 'Brand' should be visible in each paper.
- 3.2 Utmost importance should be given on the quality of paper. It should be strictly as per specification and standard as will be mentioned in Tender Documents.
- 3.3 The quality of Carbon paper must be of the best quality as per specification.
- 3.4 The alignment of the hole at the two sides of the continuous paper must be proper and equal.
- 3.5 Each paper will bear diagonal watermark 'DTA, WB, Finance Department'.
- 3.6 Any item of substandard quality will be rejected out-right and the Director has the right either to cancel the supply order or invoke penalty as mentioned at clause 11 of this tender notice and/or ask the bidder to effect fresh supply of good quality of items within a specified date as mentioned by him.

#### **4. Procedure and time for submission of Tender Documents:**

- 4.1 The Tender superscripted as "**Tender for supply of Computer Paper in Continuous Form**" addressed to the **Director, Directorate of Treasuries and Accounts, West Bengal, 4, Lyons Range, 2<sup>nd</sup>. & 3<sup>rd</sup>. Floor, Kolkata: 700001** must reach not later than **14.00** hrs on **9<sup>th</sup> August, 2010**.
- 4.2 Tender will be opened at **16.00** hrs on **9<sup>th</sup> August, 2010**, by the Director or by a duly authorized person, in the presence of the bidders or their authorized representatives, who will be present on the occasion.
- 4.3 If the day indicated in para 4.1 & 4.2 happened to be a holiday for this office, tenders will be received/opened at the same time on the next working day.
- 4.4 Rates per thousand unit of each item should be quoted both in figures & words.
- 4.5 Prices once quoted shall be firm and final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.
- 4.6 Prices shall be inclusive of all duties, levies, transportation, freight and delivery charges etc. at any place under the jurisdiction of whole of West Bengal. The existing Tax, if any imposed by the Government, shall be shown separately and that shall be borne by the Purchaser. Any reduction in duties/Taxes on the stationery due to changes in duties /Taxes and change in policies of the Government during the supply period shall be passed on to the Purchaser by the successful bidder.
- 4.7 The Tender Documents must be submitted on or before the date and time fixed for the purpose.
- 4.8 The Tender Documents must be submitted in the prescribed tender form procured from and issued by the Directorate of Treasuries and Accounts, Government of West Bengal.
- 4.9 The bid should not be conditional and inconsistent with the terms and conditions of the Tender Notice.
- 4.10 Rates should be quoted in the 'Financial Bid Format' as per prescribed in the Tender Document.
- 4.11 The Director reserves the right to reject any/all the tenders received without assigning any reason what so ever. The Director also reserves the right either to fix a single bidder for all the items required or several bidders for specific item / items.
- 4.12 Submission of the tender on the basis of the tender notice will bind the bidder for acceptances of all conditions stipulated in the tender notice.
- 4.13 Decision of the Director on all matters pertaining to this tender shall be final & binding on all the bidders.
- 4.14 The tender is to be submitted in the prescribed format as mentioned in Section II of the tender documents.
- 4.15 Rates should be quoted in Indian whole Rupee without any paisa.

## **5. Earnest Money Deposit (EMD)**

Earnest Money (EMD) of Rs.10,000/- (Rupees Ten thousand) should be deposited by the bidder at the Reserve Bank of India, Kolkata in T.R. Form No.7 under head of Account "8443-00-103-001-07" in favour of the **Director, Directorate of Treasuries and Accounts, WB**. Original Challan should be submitted with the Tender Paper. Tenders without EMD will be rejected. If the amount is deposited in any other Bank other than Reserve Bank of India, Kolkata the tender will be rejected.

EMD of unsuccessful bidders shall be refunded within one month after the successful bidder executes the agreement with the Government. EMD of successful bidder shall be treated as part of Security Deposit.

## **6. Forfeiture of Earnest Money Deposit (EMD):**

The earnest money shall be forfeited

(a) if the tender is withdrawn by the bidder:

- (i) At any time prior to its rejection or
  - (ii) Before or after its acceptance is communicated to the bidder;
- or

(b) if the successful bidder fails to comply with the terms & condition of the Tender Notice.

## **7. Duration of Agreement:**

This supply agreement shall be valid for a period of one year from the date of execution of agreement, which may further extendable for a period of another one year or part thereof on the same terms and conditions of the agreement on the discretion of the Director.

The bidder shall be bound to comply with all supply orders placed by the Director or any person authorized by him for this purpose during the currency of agreement upto the end-day of the validity period.

## **8. Security Deposit (SD):**

The successful bidder shall deposit Rs.50,000 (Rupees Fifty thousand) as Security Deposit and it will be kept in deposit till the end of the contract period towards security for smooth performance of the supply order.

The Earnest Money (EMD) of Rs.10,000 deposited by the successful bidder shall be treated as part of Security Deposit. The successful bidder shall, within a period of 15 days, deposit additional amount of Rs.40,000 (Rupees Forty thousand) at the Reserve Bank of India, Kolkata in T.R. Form No.7 under head of Account "8443-00-103-001-07" in favour of the **Director, Directorate of Treasuries and Accounts, WB Or** furnish a Bank Guarantee for Rs.40,000 (Rupees Forty thousand) in favour of the **Director, Directorate of Treasuries and Accounts, WB** valid till the end of the contract period.

The Original Challan or the documents for Bank Guarantee, as the case may be, shall be submitted to the **Director, Directorate of Treasuries and Accounts, WB** within 15 days from the date of receipt of letter of acceptance, failing which contract will be cancelled.

The security deposit of the successful bidder will be refunded on the satisfactory performance of the contract after expiry of the validity period of the contract.

## **9. Forfeiture of Security Deposit (SD):**

The Security Deposit money shall be forfeited if the successful bidder/contractor fail to comply with any of the terms & conditions of the Agreement / Contract.

## **10. Delivery Schedule:**

The orders for supply of computer papers shall be placed by the Director or any other officers authorised by him at the Directorate of Treasuries & Accounts. The orders shall be sent by FAX and one copy shall be sent by ordinary post. The communication for the placement of order shall be treated as complete on sending the order through Fax to the Supplier by the Directorate subject to getting the confirmation report of successfully sending the Fax-Message from the Directorate Fax-Machine. The date of delivery schedule shall be calculated from the date of sending the order through Fax to the Supplier by the Directorate.

The delivery schedule will be as follows:

- (a) In Kolkata Metropolitan areas the paper will have to be supplied within 7 (seven) days.
- (b) Out side Kolkata Metropolitan area other than North Bengal Division paper will have to be supplied within 15 (fifteen) days.
- (c) In North Bengal districts the paper will have to be supplied within 20 (twenty) days.

## **11. Penalty Clause:**

**11.1. For Non-compliance of Contract:** Non-compliance of any of the terms and conditions of the Agreement / Contract by the successful bidder / Contractor / Supplier shall result in invoking any or all of the following penalty clauses at the discretion of the Director:

- a) Cancellation of the acceptance of tender as a whole or in part.
- b) Forfeiture of the EMD and/or Security Deposit.
- c) Cancellation of the particular supply order.
- d) Recovering loss, if any, occurred to Government
- e) Black listing the Contractor / Supplier.

**11.2. For Delayed Supply:** The papers shall have to be supplied by the supplier within the stipulated period as per delivery schedule mentioned at clause 11 above. A general grace period of 10 (ten) days shall be permitted beyond the stipulated date of completion of the supply as mentioned in the Delivery Schedule at clause 10 above. Subject to force majeure and other permissible delays, if any or during the stipulated grace period there shall be no liquidated damages payable by the Supplier.

But for delay in delivery beyond the grace period of 10 (ten) days from the stipulated delivery date of order shall result in invoking any or all of the following penalty clauses at the discretion of the Director:

- a) Penalty of Rs.100 (Rupees one hundred) per day for delay beyond the grace period of 10 (ten) days from the stipulated delivery date of order. The penal amount shall be deducted from the Bill(s) or SD or EMD, as the case may be,

- b) Cancellation of the particular supply order,
- c) Recovering loss, if any, occurred to Government,
- d) Cancellation of the acceptance of tender as a whole or in part,
- e) Forfeiture of the EMD and/or Security Deposit,
- f) Black listing the Supplier.

11.3. **For supply of substandard quality of papers:** Any supply of substandard quality of papers or carbons or supply made not according to specification shall be rejected out-right and the Director has the right to invoke penalty as mentioned at clause 11.1 or 11.2 and/or direct the Supplier to effect fresh supply of good quality paper with proper specification within a specified date as mentioned therein.

## **12. Payment Terms & Conditions:**

- 12.1 Bills towards items supplied will have to be submitted in triplicate on supplier's own letterheads along with receipted Challan(s) with stock-entry certificate thereon at the Directorate Office. For this purpose the Supplier shall obtain necessary certificates on the body of the Challan from the concerned Treasury Officer for the items supplied as to (A) Quantity supplied (B) Quality Supplied (C) Stock-entry Certificate mentioning the page number of Stock Register. The payment will be made by the Joint Director, Directorate of Treasuries and Accounts, West Bengal through cheque after due verification and passing of the bills by the competent authority.
- 12.2 Deduction of Income Tax at source, as applicable, will be made by the Joint Director, Directorate of Treasuries and Accounts from the bills before payment and TDS Certificate will be issued by him from time to time.
- 12.3. Sales tax, if applicable, will be deducted from the bill.
- 12.4 Penalty, if imposed, will be deducted from the Bill(s) or SD.

## **13. Qualifying Requirements (QR):**

### **The Bidder shall provide:**

#### **(A) For Organisational Capability:**

- 13.1 Company registration certificate / Documentary proof in support of type of firm along with its Memorandum and Articles of Association, if any.
- 13.2 Valid Sales Tax/VAT Registration Certificate,
- 13.3 Valid Trade License.
- 13.4 Valid Service Tax Registration Certificate / Central Excise Certificate, if applicable.
- 13.5 Valid Income Tax Clearance Certificate / PAN, as the case may be.
- 13.6 Audited Balance Sheet, Profit & Loss Accounts and Annual Turnover Statement for the last three financial years. Annual Turnover should be at least Rs.10 lakhs per year.
- 13.7 Solvency Certificate from Bank or Financial Institute.



**(B) For Techno-Commercial Capability:**

- 13.8 Detail evidences showing that it has executed at least three similar contracts for supply of computer paper in continuous form to the Offices of Government of West Bengal or Government of India or Public Sector Undertakings or Nationalized Banks or Reputed Public Limited Companies during the period of last 3 years to the tune of Rs 2 (two) lakhs and above in each Contract/Tender.
- 13.9 Credential Certificates from the Offices of Government of West Bengal or Government of India or Public Sector Undertakings or Nationalized Banks or Reputed Public Limited Companies regarding satisfactory fulfillment of such Contracts during the period of last 3 years.
- 13.10 Documents regarding sources for procurement of paper of reputed brand i.e. Manufacturer License [if the bidder himself is a manufacture] or Dealership / Distributorship / Agency Agreement with the Manufacturer of Paper or Back-to-back agreement with the Manufacturer for uninterrupted supply of good quality of paper.
- 13.11 Certificate from the Manufacturer of paper along with 5 Sheets each as samples of both 70 GSM and 100 GSM papers with watermark of the 'Brand' duly authenticated by the bidder shall be attached with the tender documents.
- 13.12 Relevant Quality certification, if any, in favour of the bidder from the competent authority.

## Section II

# **GENERAL TERMS & CONDITIONS**

**1. SEALING AND MARKING OF BID**

BID documents in prescribed form and complete in all respect in accordance with the terms & conditions of the tender along with the supporting documents/ attachments are to be sealed and marked as per following guidelines:

Bidder shall submit their bids in FOUR PARTS, each in a separate sealed envelope super-scribed with the Particulars of Tender, due date, time, nature of documents (Receipt of Bid Earnest Money Deposit, Organizational capability, Techno-commercial capability and Financial Bid).

- PART-I: Original receipt of Bid Earnest Money Deposit in T.R. 7;
- PART-II: One copy of ORGANISATIONAL CAPABILITY of the Bidder complete with all details along with all supporting documents;
- PART-III: One copy of TECHNO-COMMERCIAL CAPABILITY of the Bidder complete with all technical and commercial details along with all supporting documents;
- PART-IV: One copy of FINANCIAL BID with full price details.

The envelopes containing Part-I, Part-II, Part-III and Part-IV of offer shall be covered under a larger envelope duly sealed. The outer envelope shall indicate the name and address of the bidder.

Note: Filling up prices in Part I, Part II or Part III will render the bidder disqualified.

The Proforma of the format to be used on the envelope is mentioned below:

**PROFORMA OF FORMAT TO BE USED ON THE OUTER ENVELOPE CONTAINING BID EARNEST MONEY DEPOSIT, ORGANISATIONAL CAPABILITY, TECHNO-COMMERCIAL & FINANCIAL BIDS**

-----  
**DO NOT OPEN – THIS IS A BID**

Client : Director of Treasuries and Accounts, West Bengal.  
Contract Name : Supply of Computer Papers at Treasuries in West Bengal  
Due Date & Time :

<b>From</b>	<b>To</b>
<Name of Bidder>	Director of Treasuries and Accounts, West Bengal
<Address>	Directorate of Treasuries and Accounts, Finance Department, Government of West Bengal. 4, Lyons Range, 3 <sup>rd</sup> .floor, Kolkata – 700001.

**PROFORMA OF FORMAT TO BE USED ON EACH OF THE INNER ENVELOPE CONTAINING BID EARNEST MONEY DEPOSIT / ORGANISATIONAL CAPABILITY / TECHNO-COMMERCIAL CAPABILITY / FINANCIAL BIDS (Mention the appropriate option on each envelope)**

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**DO NOT OPEN – THIS IS A BID**

Original

**Bid Security/ Organisational Capability Bid/ Techno-commercial Bid/ Financial Bid**

Client : **Director, Directorate of Treasuries and Accounts.**

Contract Name : Supply of Computer Papers at Treasuries in West Bengal

Due Date & Time :

**From**

<Name of Bidder>

**To**

Director of Treasuries and Accounts,  
West Bengal.

<Address>

Directorate of Treasuries and Accounts,  
Finance Department,  
Government of West Bengal.  
4, Lyons Range, 3<sup>rd</sup>.floor,  
Kolkata – 700001.

- 
- The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late".
  - If the outer envelope is not sealed and marked as required, the bid will not be accepted.
  - The Organisational Capability, Techno-commercial Capability and Financial bids shall be placed in separate sealed envelopes and then placed in outer envelope as explained above.
  - If these inner envelopes are not sealed and marked as required, the bid will be rejected.

**2. DISCREPANCIES IN BID**

- In case of discrepancies in financial (price) bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation.
- If there is a discrepancy between words and figures, the amount in words will prevail. If a Bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.
- The Purchaser may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

**SECTION III**

**FORMS & FORMATS**

## 1. Format for Bidders' Organisation Details

1	Name of the Firm	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence/ contact address	
4	Details of Contact person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail	
5	Is the firm a registered company? If yes, submit documentary proof. Year and Place of the establishment of the company	
6	Former name of the Company, if any.	
7	Is the firm <ul style="list-style-type: none"> <li>• Government/ Public Sector Undertaking</li> <li>• Propriety firm</li> <li>• Partnership firm (if yes, give partnership deed)</li> <li>• Limited company or limited corporation</li> <li>• Member of a group of companies (if yes, give name and address, and description of other companies)</li> <li>• Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what is the involvement of the parent company in the project.</li> </ul>	
8	Is the firm registered with Sales Tax Department? If yes, submit valid Sales Tax / VAT Registration certificate.	
9	Is the firm registered for Service Tax with Central Excise Department, Service Tax Cell ? If yes, submit valid service tax registration certificate.	
10	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.	
11	Attach the organizational chart showing the structure of the organization. Total number of employees	
12	Valid Income Tax Clearance Certificate / PAN, as the case may be, along with Certificates to prove payment of Govt. taxes / duties.	

13	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	
14	Is the firm registered with Central Excise Department, If yes, submit prove	
15	Valid Trade License.	
16	Solvency Certificate from Bank or Financial Institute.	
17	How many years has your organization been in business under your present name? What were your fields when you established your organization	
<b>Commercial Details:</b>		
18	List the major reputed clients with whom your organization has been / is currently associated.	
19	Credential Certificates from the purchasers like Government Departments/ Government Undertakings / Nationalized Bank/Public Sector Undertaking	
20	Were you ever required to suspend a supply for a period of more than three months continuously after you started? If so, give the names and reasons for the same.	
21	Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	
22	Have you ever been denied tendering facilities by any Government/ Department/ Public sector Undertaking? (Give details)	
23	Whether the Company is the authorized distributor of the paper company for whom the price has been offered (Documentary proof has to be submitted)	
24	Certified by the Manufacture of the paper along with 5 Sheets each as samples of both 70 GSM and 100 GSM paper with water mark of the Brand duly and authenticated by the bidder shall be attached with the tender documents	

## 2. Format for Commercial Capability

### A. FINANCIAL INFORMATION

Sl. No.	Name of the bidder	Turnover (Rs. Crores)		
		2007-2008	2008-2009	2009-2010

**Note:**

- I. Minimum requirement of turnover is Rs.10 lakhs each year.
- II. Submit the audited financial statement / audited annual report of the last three financial years.

## 3. Format for Technical Capability

Sl. No	Name Of Purchasers	Period of Contact & Status	Brief Description of supply & Scope of work	No of Locations	Approx. Value of supply	Contact details of the Customer	Credential Certificate

**Note:**

1. Submit details of the order indicating the supply value, customer contact details, Contract completion certificate, customer satisfaction certificate etc.
2. Minimum 3 supply contracts of value more than Rs.2 lakhs each involving paper supply jobs during last three years.
3. The Purchaser reserves the right to contact the customer mentioned and /or visit any of the sites as mentioned above.
4. Absence of compliance for each line item will be treated as deviation and scored accordingly during evaluation.
5. By signing and affixing rubber stamp on each page of the document, the bidder implicitly expresses his compliance to all clauses mentioned in the bid. In the event of any deviation or disagreement the vendor is supposed to detail out in a separate item wise deviation statement.



**4. Bid Letter Form**

From  
(Registered name and address of the Bidder.)

Date \_\_\_\_\_

**To**  
**The Director of Treasuries & Accounts,**  
**Finance Department, Government of West Bengal,**  
4, Lyons Range, 3<sup>rd</sup>.floor,  
Kolkata – 700001.

Sir,

Having examined the tender documents, I/we the undersigned, offer to supply of computer paper in continuous form to treasuries in the Districts and Sub-Divisions of West Bengal as detailed in the bid document in response to your 'Notice inviting Tender for Supply of Computer Paper in continuous form for the year 2010-11'.

Contract title: Supply of Computer Papers at Treasuries in West Bengal.

If our Bid is accepted, we undertake to;

1. implement the supply of Computer paper to Treasuries in the Districts and Sub-Divisions of West Bengal under the Directorate of Treasuries and Accounts, Department of Finance, Government of West Bengal as specified in the tender documents, for a period of 1 year and as extended, as per delivery schedule in conformity with the bid documents at the rate as offered by us in the bid document.
2. execute all contractual documents and provide all securities & guarantees as required in the bid document.
3. abide by all the terms & condition as mentioned in the Tender Documents.
4. implement the supply of computer Paper for Treasuries under Directorate of Treasuries & Accounts, Department of Finance, Government of West Bengal and provide the requisite quality and quantity of supply within the time frame as defined in the bid documents.
5. maintain validity of the contract for a period of one year, which may be extended for a further period of one year or part thereof, from the date of opening of the tender as specified in the bid documents, that shall remain binding upon us on acceptance of our offer.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

**Witness:**  
Address:

Signature

.....  
(in the capacity of Duly Authorised to  
sign bid for and on behalf of  
.....)

**5. Security Deposit / Bank Guarantee Form**

Whereas .....  
(Hereinafter called "the Bidder") has submitted his bid documents dated .....  
for the supply of computer papers in continuous form to Treasuries under  
Director of Treasuries & Accounts, Finance Department, Government of West  
Bengal (hereinafter called "the Bid").

KNOW ALL MEN by these presents that WE ..... (Branch Name)  
of ..... (Bank Name) having our registered  
office at ..... (hereinafter called "the BANK") are  
bound to Government of West Bengal for the sum of Rs.40,000/- (Rupees forty  
thousand Only) for which payment will be made to Directorate of Treasuries and  
Accounts, Finance Department, Government of West Bengal on demand. The  
BANK binds itself, its successors and assigns by these presents. Sealed with the  
Common Seal of the said BANK this..... day of.....2010.

The Conditions of this obligation are:

- **In case of non-performance by the contractor.**

We undertake to pay the Government of West Bengal up to the above amount  
upon receipt of its first written demand, provided that in its demand Finance  
Department, Government of West Bengal, will note that the amount claimed by  
it is due to it owing to the occurrence of anyone or more of the above conditions  
specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including 90 days after the validity  
period of contract, and any demand in respect thereof should reach the BANK  
not later than the above date.

(Signature of the BANK)

Name of Witness

(Signature of the Witness)

Address of Witness

Date:

**6. Financial Bid Format**

Sl. No	Item	Size	Weight per 1000 (in gm)	Rate per 1000	Tax (If any)	** Total	Remarks
1	<b>70 GSM</b> Continuous stationery with digonal water mark	10"X12"X1 Part (Perforated at the middle)					
2	Do	10"X06"X1 Part					
3	Do	10"X12"X1 Part					
4	Do	10"X12"X2 Parts					
5	Do	10"X12"X3 Parts					
6	Do	10"X12"X4 Parts					
7	Do	15"X12"X1 Part					
8	Do	15"X12"X2 Parts					
9	Do	15"X12"X3 Parts					
10	Do	15"X12"X4 Parts					
11	<b>100 GSM</b> Continuous stationery with digonal water mark	10"X12"X1 Part					
12	Do	15"X12"X1 Part					

**[\*\* Total inclusive of all Taxes /Cess/Duties etc. and other charges like packing, transportation, delivery, etc.]**

**Note:**

1. Any corrections/ overwriting in the Financial bid must be countersigned
2. The format to be filled up with type font not less than 10 points
3. Tax %age to be explicitly mentioned in the Remarks column
4. No additional charge or Tax for any other account whatsoever needed to complete this contract will be admissible.
5. The amount should be written in word and figure.

## Annexure-A

### Statement showing the approximate yearly requirement of different sizes of continuous stationery.

Sl. No	Item	Size	**Required quantity Yearly (approximate)
1	<b>70 GSM</b> Continuous stationery with digonal water mark	10"X12"X1 Part (Perforated at the middle)	20,00,000 pages
2	Do	10"X06"X1 Part	50,000 pages
3	Do	10"X12"X1 Part	10,00,000 pages
4	Do	10"X12"X2 Parts	5,00,000 pages
5	Do	10"X12"X3 Parts	8,00,000 pages
6	Do	10"X12"X4 Parts	50,000 pages
7	Do	15"X12"X1 Part	8,00,000 pages
8	Do	15"X12"X2 Parts	5,00,000 pages
9	Do	15"X12"X3 Parts	8,00,000 pages
10	Do	15"X12"X4 Parts	50,000 pages
11	<b>100 GSM</b> Continuous stationery with digonal water mark	10"X12"X1 Part	50,000 pages
12	Do	15"X12"X1 Part	50,000 pages

**\*\* Note:**

1. The yearly require quantity as mentioned above is approximate. The actual quantity may increase or decrease as per requisitions from treasuries.
2. The Oder will not be placed at a time. The Orders will be placed, in phases, throughout the tender period.
3. Delivery should be made directly to the Treasuries located at different places throughout West Bengal. The list of Treasuries is placed at Annexure-B.
4. The Name and location of Treasury and the quantity to be supplied will be mentioned in each supply order.
5. The paper should be of good quality, strictly as per specification and standard.

## Annexure-B

### List of Treasuries in West Bengal

Name of the District (1)	Name of the Treasury (2)
<b>Headquarter</b>	1. Directorate of Treasuries & Accounts, West Bengal, 4, Lyons Range, 2 <sup>nd</sup> . & 3 <sup>rd</sup> . Floor, Kolkata-700 001.
1. Kolkata	2. Kolkata Pay & Accounts Office-I, Civil Defence Building, 81/2/2, Phears Lane, Kolkata - 700 012
	3. Kolkata Pay & Accounts Office-II, Johar Building, P-1, Hyde Lane, Kolkata - 700 073
	4. Pension Disbursement Office, Johar Building, P-1, Hyde Lane, Kolkata - 700 073
	5. Kolkata Collectorate Treasury, 11, N. S. Road, Kolkata - 700 001.
2. Howrah	1. Howrah - I
	2. Howrah - II
	3. Uluberia
3. Murshidabad	1. Berhampore - I
	2. Berhampore - II
	3. Domkal
	4. Jangipore
	5. Kandi
	6. Lalbagh
4. Nadia	1. Krishnagar - I
	2. Krishnagar - II
	3. Ranaghat
	4. Kalyani
	5. Tehatta
5. North-24-Pgs	1. Barasat - I
	2. Barasat - II
	3. Basirhat
	4. Bongaon
	5. Barrackpore - I
	6. Barrackpore - II
	7. Bidhan Nagar
6. South-24-Pgs	1. Alipore - I
	2. Alipore - II

Name of the District (1)	Name of the Treasury (2)
	3. Diamond Harbour
	4. Baruipur
	5. Canning
	6. Kakdwip
7. Bankura	1. Bankura
	2. Bishnupur
	3. Khatra
8. Bardhaman	1. Bardhaman - I
	2. Bardhaman - II
	3. Asansol - I
	4. Asansol - II
	5. Durgapur
	6. Kalna
	7. Katwa
9. Birbhum	1. Suri - I
	2. Suri - II
	3. Bolpur
	4. Rampurhat
10. Hooghly	1. Hooghly - I (Chuchura)
	2. Hooghly - II (Chuchura)
	3. Arambagh
	4. Chandernagore
	5. Serampore - I
	6. Serampore - II
11. Pashim Midnapore	1. Midnapore
	2. Kharagpur
	3. Jhargram
	4. Ghatal
12. Purba Midnapore	1. Tamluk
	2. Haldia
	3. Contai

Name of the District (1)	Name of the Treasury (2)
	4. Egra
13. Purulia	1. Purulia
	2. Raghunathpur
14. Cooch Behar	1. Cooch Behar – I
	2. Cooch Behar – II
	3. Mathabhanga
	4. Dinhata
	5. Mekliganj
	6. Tufanganj
15. Uttar Dinajpur	1. Raiganj-I at Karnajhora
	2. Raiganj-II at Karnajhora
	3. Islampore
16. Darjeeling	1. Darjeeling
	2. Siliguri - I
	3. Siliguri – II
	4. Kurseong
	5. Kalimpong
17. Jalpaiguri	1. Jalpaiguri – I
	2. Jalpaiguri – II
	3. Alipurduar
	4. Mal Bazar
18. Malda	1. Malda – I
	2. Malda – II
	3. Chanchal
19. Dakshin Dinajpur	1. Balurghat – I
	2. Balurghat – II
	3, Gangarampur at Buniadpur