



Memo No: 91/EE/CSD/E&AM/KMDA/S- 01(Pt-IV)/2025-26

Dt:-26.08.2025

Invitation for Expression of Interest (EOI) for Annual Rate Contract for supply of Stationery Items (FY-2025-2026).

Detailed-EOI No: 01/EOI/EE/CSD/E&AM/KMDA of 2025-2026,

Dt:-26.08.2025

1. **THE EXECUTIVE ENGINEER, COMMON SERVICE DIVISION, E&AM SECTOR, KMDA**, for and on behalf of Kolkata Metropolitan Development Authority (**KMDA**) invites **ON LINE, EOI** from bonafide, reliable and resourceful experienced wholesale consumer Co-operative /Suppliers/Firms/ Agency/ Individual within the KMA area having experience of similar nature of work and successfully & satisfactorily completed/Running the same within last **5(five) years** prior to the date of issue of this notice in any Government/Semi Government /Undertaking/ Autonomous bodies(constituted under the State/Central statute)/Statutory Bodies and Local Bodies is eligible for the below stated works.

Sl. no. (i)	Description of work (ii)	Estimated Amount (Rs.) (iii)	Earnest Money Deposit (EMD) (iv)	Time of completion in Days.
a.	Expression of interest (EOI) from eligible stationers for supply of office stationery items routine and non-routine nature as listed within the different offices of KMDA.	Rate to be quoted including GST & All other applicable taxes as per Govt. rules.	Amount of Rs.2,000/- (Two Thousand) only to be paid through online only as per the system.	365 (Three Hundred & Sixty Five) days.

Note: -Quoted rate shall be including GST, and any other Govt. statutory taxes as applicable as per latest Govt. norms.

2. Time Schedule for Downloading, Uploading and Opening of Bid Documents: -

a)	Date of uploading of notice& other Documents (online) (Publishing Date)	Date : 26.08.2025
b)	Documents download start date (Online)	Date: 26.08.2025 Time: 17:30hrs.
c)	Seek Clarification start date (Online/Offline).	Date: 26.08.2025 Time: 17:30hrs.
d)	Seek Clarification end date (Online/Offline).	Date: 04.09.2025 Time: 17:30hrs.
e)	Pre Bid Meeting Date.	Date: 09.09.2025 Time: 14:00hrs.
f)	Reply Date & Time of Pre-bid Queries.	Date: 11.09.2025 Time: 17:30hrs.
g)	Documents download end date (Online).	Date: 22.09.2025 Time: 12:00hrs.
h)	Online Bid Submission Start Date & Time	Date: 26.08.2025 Time: 17:30hrs.
i)	Online Bid Submission Last Date & Time	Date: 22.09.2025 Time: 12:00hrs
j)	Time and Date of Opening of Technical Bid (Bid will be opened by the Authorized Officer)	Date: 24.09.2025 Time: 12:30hrs.
k)	Date for opening of Financial Proposal (Online)	To be notified later.

Bid will be opened by **THE EXECUTIVE ENGINEER, COMMON SERVICE DIVISION, E&AM SECTOR, KMDA**, or his authorized representative in presence of tenderer or their authorized representatives who may like to be present.

3. **Eligibility Criteria for the intending Bidders: -**

• **The agency should satisfy the following eligibility conditions:-**

i. Should have supplied stationery items including computer cartridges / toners etc. during last five years ending on 31st March [2020,2021, 2022,2023, and 2024] prior to the date of issue of this notice of worth at least:-

(a) One work of Rs.40,000/-(Forty Thousand Only) per annum to any one organization as mentioned above in a single contract.

OR

(b) Two nos work of Rs.30,000/-(Thirty Thousand Only) per annum each to any organization as mentioned above in a single contract.

OR

(c) One single running work to any one organization as mentioned above which has been completed to the extent of Rs.80,000/-(Eighty Thousand) or more in a single contract and value of executed part of which is not less than the desired value at (6,i,a) above.

➤ In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned head of the department, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and-also that no penal action has been initiated against the executing agency, i.e., the tenderer.

(d) The applicant agency should be a bonafide supplier / vendor of stationery Items. Applicant should submit proof in support of the same.

(e) Agency should have retail or wholesale shop or go down within the KMA area having established facility for supply of goods at client's premises in short notice and in uninterrupted manner.

(f) Agency shall have following statutory valid registration certificates and licenses:

➤ GST (Goods and Services Tax) Registration.

➤ Shop Establishment License.

➤ Permanent Account Number (PAN).

➤ Any other registration that is required as per statutory / local norms for supply of stationery items.

4. Scanned copy of original documents i.e. Valid PAN issued by the IT Deptt. , Govt of India, Latest Professional Tax Paid Challan as per enrollment rate slab& P-TAX Enrollment Certificate, Valid income tax (For Last 3 yrs), Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017, Credentials (Work Order, & Completion Certificate of the same work as per Sl-1 &3, of this notice, Valid trade license of the company must be submitted duly digitally signed at desired location in the website <https://wbttenders.gov.in>.

5. The following clause shall be included in all the contracts to be executed for (i) procurement of goods and services and (b) works related contract involving supply of goods and services by contractor: "Tax invoice (s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017."

6. **List of common documents shall have to be uploaded at the time of submission of Bid through online: -**

i. Income Tax Return (For last 3yrs, ending on 31.03.2025)

- ii. Valid PAN issued by the IT Deptt., Govt of India.
- iii. Latest Professional Tax Paid Challan as per enrollment rate slab & P-TAX Enrollment Certificate.
- iv. Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- v. Latest Valid Trade License.
- vi. Any other registration certificate that is required as per statutory / local norms for supply of stationery items.
- vii. Scan Copy of original documents as mentioned Sl-4, including all Annexure-I, II, III, IV & V duly filled & signed.
- viii. Work Order & Completion Certificate of the same work complying as per Sl-1 & 3, of this Notice.

7. **Time of completion:** Time of completion as mentioned in the above table it will be considered from the date of issuance of work order as well as upon approval from the competent authority it may be extended as per the requirement.

8. **Earnest Money:** -The initial Earnest Money as mentioned above shall have to be deposited through online as per the system in the tender portal i.e (www.wbtenders.gov.in) in the respective field, failing which the bid shall be rejected. The successful bidder shall have to submit an additional amount against Earnest Money @ 2% of the awarded value if that exceed already deposited EMD the balance amount will be deposited in the form of Demand Draft drawn in favour of “**Kolkata Metropolitan Development Authority**” of any scheduled Indian Bank at Kolkata.

9.

10. The Total Earnest Money deposited through online will be converted to part initial security deposit and the balance amount as security deposit for this tender will be deducted @ 8% (Eight percent) of the gross bill value of each and every running bill and in the final bill an adjustment in percentage security deduction will be made so that the total security will be @10 % of the final gross bill value & it will be revised as per amendment published time to time by the Govt. & it will be released after successful completion of work.

11. **Scope of work:-**

KMDA invites expression of interest (EOI) from eligible stationers for supply of office stationery items of routine and non-routine nature including printing and supply of office stationery items such as letter heads, visiting cards, envelopes, files of various types. For this, the KMDA will enter into annual rate contract with selected supplier(s) for various items according to the required quantity. Suppliers, which are located within KMA area and regularly supply office stationery items and carry out printing of office stationery items for Government offices, Public Sector Units (PSUs), banks and higher educational institutions are requested to respond.

12. **GENERAL TERMS & CONDITION :-**

- a. Engagement of Sub-Contractor/Subletting is not permitted.
- b. All materials required for the work (as per BOQ chart) shall be supplied by the suppliers at their own cost & according to the required quantity time to time.
- c. Bid evaluation shall be done as per latest guideline of the Govt, Tendered will be treated as the sum of total quoted value of all items including all taxes rounded off two decimal points as quoted in the online BOQ/ Individual item wise as per discretion of the authority.
- d. There shall be no provision of Arbitration.
- e. No Adjustment of Price OR Price Escalation of any kind will be allowed.
- f. No Price preference will be allowed for the Work under this notice.
- g. No mobilization advance and secured advance will be allowed.

- h. The Executive Engineer, CSD, E&AM Sector, KMDA reserves the right to cancel the notice. due to unavoidable circumstances and no claim in this respect will be entertained. At any stage of bidding or even after award of contract if any inadvertent typographical mistake is found in the BOQ or any other tender document, the same will be so corrected as to conform to the prevailing relevant Schedule of Rate and/ or Technically Sanctioned Estimate or any other document as the case may be.
- i. The acceptance of the tender including the right to distribute the work between two or amongst more than two bidders will rest with the Tender Accepting Authority without assigning reason thereof. The accepting authority reserves right to reject any or all tenders without assigning any reason thereof.
- j. List of “Technically Qualified Bidders” will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, Bidders are requested to view the tender status on a regular basis. In case if there be any objection regarding Pre-qualification/ list of “Technically Qualified Bidders”, that objection should be lodged to the Tender/Bid Evaluation Committee within 24 hours from the date and time of publication of list of qualified Agencies and beyond that time schedule no objection will be entertained by the Tender/Bid Evaluation Committee.
- k. Language of Bid:- The tender shall be submitted in the prescribed form in English. All literatures and correspondence in connection with the tenders shall be in English.
- l. Bid Opening:-Bids received shall be opened online at the specified date and time given in notice .If the office is closed on the specified date of opening of the bids, the opening shall be done on the next working day at the same time.
- m. The Suppliers are own responsibility to obtain all information that may be necessary for quoting the amount.
- n. During evaluation of Bid & before issuance of the work order, the bid inviting authority may verify the credential & other documents with the original of the participated Tenderer, if necessary. After verification, if it is found that such documents submitted by the Tenderer is either manufacture or false, in that case, L.O.A. / work order will not be issued and Black listing/ penal action including forfeiture of EMD will be taken against him as decided by KMDA.
- o. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one.
- p. Deduction of Tax shall be made as per provision of latest Govt. order with amendments time to time.
- q. The TIA reserve the right to modify any terms and conditions if necessary in the interest of the Government which must be accepted by the Agency otherwise the work order will be cancelled forthwith without showing any reasons. The undersigned also reserves the right to cancel the agreement by giving a notice of 1 (one) month before cancellation to the agency without assigning any reason.
- r. The successful Tenderer will have to execute 05 (Five) sets of formal agreement with KMDA at the required cost per set (non-refundable) as per norms of KMDA.
- s. Rate shall be quoted through online in the desired location of maximum 2(two) decimal point in the tender portal on or before the schedule date and time as mentioned above e-notice.
- t. Partnership Firm should submit necessary deed at desired location through online.
- u. Agencies shall be prequalified and shortlisted based on the criteria laid hereinabove, (Ref. Eligibility).
- v. TIA reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the agency prior to selection.
- w. List of items [Annexure B] likely to be supplied is only tentative and not exhaustive. Rates per unit are to be in the system generated BOQ using their Digital Signature Certificate. The intending quotations should be quote their rate accordingly.
- x. The Agency shall undertake to supply items not included in the schedule of rates on emergency at competitive market rate.

- y. Selected agency shall undertake to supply the items indented generally within three days or such other time span as may be indented in the Purchase Order.
13. **Payment:** -The payment of Running Account as well as Final Bill for supplied material will be made according to the availability of fund and no claim to delay in payment will be entertained.
14. **Validity of Rate:** Accepted rates shall be valid for one year for any quantity supplied from the date of awarded no interim change of rate will be permitted.
15. **Others:-** The Notice for EOI along with other documents like, BOQ, Addendums and corrigendum's etc. whatever documents uploaded by the department concerned thereto shall be part and parcel of the bid. The agency must go through carefully all the documents including specification of items as mentioned in the BOQ & Conditions uploaded by the department before quoting his rate. All the bidders are requested to upload only necessary documents for the tender. Uploading unnecessary/irrelevant documents may create problem in the evaluation process. In that case any inadvertent mistake during evaluation of the tender, Tender Inviting Authority (TIA) will not be responsible.
16. **HOW TO APPLY:-**
- Interested suppliers may download all documents & RESPONSE FORM from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & filled the form complete in all respects & upload accordingly in respective folder of said portal, for any clarification & necessary queries it may be forwarded to Email id: ecsdkmda@gmail.com or through portal. Please read all Instructions carefully as stated. **HAND DELIVERY IS NOT ACCEPTABLE AND WILL BE LIABLE TO BE REJECTED.**
 - EMD (Earnest Money Deposit) shall be deposited through online only as per requirement of the system.
 - Submission of Tender- i) Pre-qualification/Technical Bid and Financial Bid both will have to be submitted online concurrently duly digitally signed in the website <https://wbtenders.gov.in> as per time schedule stated herein under. Time will be reckoned as per Server Clock. ii) The Financial Bid of the prospective tenderers will be opened only if the tenderer qualifies in the Technical Bid. The decision of the Tender Inviting Authority will be final and binding to all concerned and no challenge against such decision will be entertained.
17. **Penalty for suppression / distortion of facts:** If any document/statement/information submitted by any bidder in the tender is found to be false, the Tender Inviting Authority (TIA) will take legal action against the bidder including forfeiture of Earnest Money Deposit (EMD).”
18. **Any of the documents already submitted/seeking by TIA during Bid evaluation, if they are not produced within the stipulated time frame, their bid will liable for rejection.**

For detail information please visit <https://wbtenders.gov.in> & <https://kmda.wb.gov.in/>.

Executive Engineer,
CSD, E&AM Sector
K . M . D . A

Copy forwarded for information and necessary action to :-

- i) The Chief Engineer, E&AM Sector, KMDA
- ii) The Deputy Secretary, Public Relation Cell, KMDA along with 4(four) copies of this NIT for timely Publication in leading News Papers as per tendering norms and for display this NIT in KMDA Web Site.
- iii) The Deputy Secretary, Common Service Cell, KMDA.
- iv) The Superintending Engineer/Const./Plng./E&AM/KMDA.
- v) The P.S to CEO, KMDA.
- vi) The Director of Finance, KMDA.
- vii) The Accounts Officer. , E&AM Sector, KMDA..
- viii) The Divisional Estimator, CSD/E&AM Sector, KMDA.
- ix) The Account Assistant, CSD, E&AM Sector, KMDA.
- x) The Notice Board, CSD/E&AM Sector, KMDA.

Executive Engineer,
CSD, E&AM Sector
K .M .D .A.