

পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ রাজ্য হজ কমিটি

(সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা দপ্তরের একটি বিধিবদ্ধ সংস্থা)

E-mail : wbshc2011@gmail.com

Website : www.wbhaj.com

Mob. App : Haj Sathi

WhatsApp No : 83349 91111



Government of West Bengal
WEST BENGAL STATE HAJ COMMITTEE

(A Statutory Body under
Minority Affairs & Madrasah Education Department)

Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat
Kolkata - 700 160

Tel. No.: 033- 2986 0249 / 2290 3617

Toll Free No.: 1800 345 7155

TENDER NO: WBSHC/e- NIQ/12/2025

DATED: 20/11/2025

Name of the Items: Supply of Electrical Items, Plumbing Items, Computer Accessories and Stationery Items at Madinat-ul-Hujjaj, Action Area - II, New Town, Rajarhat, Kolkata - 700160 (2nd Call).

Electronic Quotations are invited from financially sound, experienced, resourceful and bona-fide agencies/ firm/Associations of persons / contactor/ Limited Companies for supplying of **Electrical Items, Plumbing Items, Computer Accessories and Stationery Items at Madinat-ul-Hujjaj, Action Area - II, New Town, Rajarhat, Kolkata - 700160.**

The quotation shall be electronically submitted in the website: <https://wbtenders.gov.in>

Important Date		
Sl No.	Particulars	Date & time
1.	Publishing date and time	21.11.2025 at 6:50 PM
2.	Document download start date(online)	21.11.2025 at 6:50 PM
3.	Bid submission start date (Online)	21.11.2025 at 6:50 PM
4.	Pre Bid Meeting	02.12.2025 at 11:00 AM
5.	Bid Submission closing (Online)	16.12.2025 at 10:00 AM
6.	Bid opening date for Technical Proposals (Online)	18.12.2025 at 11:00 AM
7.	Bid opening date for Financial Proposal (Online)	to be informed later

Quality of the supplied item shall be at par with the specification. Items are to be procured to the satisfaction of this Office. Bills for the said items supplied will have to be raised on satisfactory supply and within the given period. No advance payment will be allowed.

- 1) **SCOPE: Supply of Electrical Items, Plumbing Items, Computer Accessories and Stationery Items at Madinat-ul-Hujjaj, Action Area – II, New Town, Rajarhat, Kolkata – 700160.**
- 2) **Eligible Criteria for Bidders**
 - a. Valid Trade license.
 - b. PAN Card.
 - c. GST Registration certificate.
 - d. Income tax return for last three years.
 - e. Audit Report for last three years.
 - f. Firm/Company registration certificate.
 - g. Annual turnover minimum 20 lakh on last three years
 - h. Self-Declaration of non-blacklistment of firm.
 - i. Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.
- 3) **Earnest Money:-**The Bidders shall be required to deposit Earnest Money of Rs. 20,000.00 (Rupees Twenty Thousand only) in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concern bank branch through NEFT of RTGS mode.
- 4) **Terms & Conditions to be followed for the Technical Bid.**
 - a) Multiple quotations by a single agency will not be entertained.
 - b) The items shall have to be supplied in good condition and at punctual time frame.
 - c) Quality and other related things shall not be compromised.
 - d) Hard copy to be submitted in the Office of Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area – II, New Town, Rajarhat, Kolkata – 700160
 - e) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service providers and or their authorized representatives is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the web site.
 - f) **Opening of Bid Proposal:** The Tender Sub Committee empanelled for the purpose will finalize the bids of the Tender.
 - g) Intending bidder may remain present if they so desire during opening of technical and financial bid.
 - h) Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory/Non-statutory Documents the tender will summarily be rejected.
 - i) Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Sub Committee.
 - j) Pursuant to scrutiny and decision of the Tender Sub Committee the Summary List of eligible bidder and the serial number of items for which their proposal will be considered & uploaded in the web portal.
 - k) During evaluation the committee may summon the bidder and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

- l) Rejection of Bid:** The Tender Sub committee formed by the West Bengal State Haj Committee reserves the right to reject any / or all the tendered rates without assigning any reason and/ or not to place any orders even after selection and is not liable for any cost that might have been incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of bidder, if required so. The said committee does not bind himself to accept the lowest rate.
- m)** If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the WBSHC shall, without prejudice to its other remedies under the Contract; WBSHC shall impose a penalty as per Tender Terms & Conditions including forfeiture of EMD and Security Deposit.
- n)** TDS will be deducted as per financial norms.
- o)** No advance payment would be released for such supply. However payment shall be released only after receipt of the items.
- 5) Guarantee on quality of goods:**
- 1) The supplier shall have to guarantee the quality of goods supplied, strictly as per specification of contract/ purchase orders.
- 2) If the material supplied is found not as per contract/purchase order specification, the material shall be liable for rejection. On intimation from the contractor shall have to arrange replacement of material as per specification. If the supplier delays/fails to make arrangement to replace the goods, any extra expenditure incurred on this alternative arrangement shall be debited to the account of supplier under contract.
- 3) If supplier fails to make good this loss, the same shall be recoverable from the pending bills or security deposit.
- 4) The Contractor shall not indulge in supplying the rejected/returned packets. If the contractor is found indulging such practice the Contract shall be liable for cancellation, forfeiture of security deposit and black listing of firm.
- 6) Specification for Supply of Electrical Items, Plumbing Items, Computer Accessories and Stationery Items at Madinat-ul-Hujjaj, Action Area – II, New Town, Rajarhat, Kolkata – 700160. (See Annexure-I)**
- 7) Packaging & Transport:**
1. The outer box must be marked with Name & address of manufacture/ marketed by (if any), Weight (Gross/ Net), ingredient, expiry/ best before Period, month & Year of mfg, storage condition (if any), lot/batch/code number, any information required under Weight & Measures Act.
2. Material should not be in unsealed, damaged or wet condition or with any foreign matter present.
3. Carrier vehicle should be free from dust, dirt, any foreign matter as cement, cow dung etc & any objectionable smell.
4. All material in the carrier vehicle should be placed on a clean tarpaulin & also covered properly from top with a tarpaulin.

8) INSTRUCTIONS FOR BIDDERS:

- a. Quotation must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid.
- b. Technical bid should contain all the documents like, Quotation documents, Instructions for bidder, Pre-qualifying requirements, General terms & conditions duly filled in & signed by the bidder.
- c. Only one set of tender document duly signed & stamped on each page by authorized representative of bidder shall be electronically submitted. Bidder should note specifically that all pages of tender document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the technical bid portion of offer.
- d. Price should be mentioned only in the "Part-B, Price Bid Format" after quoting the rates online as specified in the price bid format. Rate per Item should be quoted for supply of Items as Annexure-I both in figures as well as in words including taxes in the price bid.
- e. On the date of opening of Quotation, Technical Bid shall be opened first to select the eligible Bidder. Price Bid will be opened on the scheduled date only in respect of those Bidder, whose bids are found technically acceptable.
- f. The West Bengal State Haj Committee reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, the West Bengal State Haj Committee shall not entertain any correspondence from bidders in this matter.
- g. The West Bengal State Haj Committee reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest tenderer or any of the other bidder to ascertain the suitability of the acceptable offer.
- h. The contract shall be for 1 (one) year. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice or assigning any reason. If the office is satisfied with the supplier then on condition it may be extended up to one more year.
- i. The agency selected for engagement shall have to enter into a formal agreement with the West Bengal State Haj Committee
- j. The Bidder or their representative may attend the opening of both the Bids (Part A & B).
- k. **Registration of Contractor:** Any service providers and or their authorized representatives willing to take part in the process of E-Tendering will have to be enrolled & registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>.
- l. **Digital Signature Certificated (DSC):** Each service providers and or their authorized representatives is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site <https://wbtenders.gov.in>. DSC is given as a USB e-Token.
- m. The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in>. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- n. **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wbtenders.gov.in>. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).
- o. **Payment of EMD :** The Tenderer shall be required to deposit Earnest Money of **Rs. 20,000.00 (Rupees Twenty Thousand) only** in Online Mode only (as per Finance Memo No: 3975 F dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT or RTGS mode.
- p. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders)

- a) **Statutory Cover** Containing the following documents –
- i. NIT
- b) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	GST Registration certificate PAN Valid Trade License IT return for last three Years Audit Report for last three year Annual turnover minimum 20 Lakh
B.	Company Detail(s)	Company Detail	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE
C.	Balance Sheet	Last Three Years	P/L AND BALANCE SHEET Last Three Years
D.	<i>Credential</i>	Credential – 1	Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.

Sd/-
Executive Officer
West Bengal State Haj Committee

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Annexure-I

Tender ID: _____

Hard copies are to be submitted to the Office of the Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata – 700160 **before the opening date of the technical bid**, in the sequence noted below.

SI No	Name of the documents	Yes/No	Page No.
1	EMD / Exemption Order		
2	PAN Card		
3	GST Certificate		
4	Trade License		
5	IT Return last three years		
6	Audit Report last three years		
7	Annual Turnover certify by Chatter Accountant		
8	Non Blacklistment Declaration		
9	Credential with payment statement		

Seal and Signature of Bidder

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List of Items

(ANNEXURE - I)

SL No	Description	Qty	UNIT	Approx Annual Requirement
1	White Phenyle 5 Ltr (Sunrise / Nemyles/Bengal Chemical)	1.000	Jar	300 Jar
2	Black Phenyle 5 Ltr (Sunrise / Nemyles/Bengal Chemical)	1.000	Jar	150 Jar
3	R 7 ltr (Taski)	1.000	Jar	100 Jar
4	Acid 5 Ltr (Sunrise / Nemyles/Bengal Chemical)	1.000	Jar	50 Jar
5	Hand Wash 5 Ltr(Dettol/Lifeboy)	1.000	jar	50 Jar
6	Harpick 500 ml	1.000	Bottle	400 Bottle
7	Wet Mop with Stick (5 ft. Gala/AGARO)	1.000	Per Pcs	150 Pcs
8	Wet Mop with Stick (5 ft. Gala/AGARO)	1.000	Per Pcs	100 Pcs
9	Coconut Broom (Kanthi Jharu)	1.000	Per Pcs	100 Pcs
10	Soft Broom (Phul Jharu)	1.000	Per Pcs	75 Pcs
11	PVC Balti 18 Ltr (Ceillo/Similar)	1.000	Per Pcs	200 Pcs
12	Duster	1.000	Per Dozen	30 Dozen
13	Inner Parts (CERA/ESSCO)	1.000	Per Pcs	200 Pcs
14	Bib Cock 1/2 inch (CERA/ESSCO)	1.000	Per Pcs	200 Pcs
15	Water Closet (CERA/Hindware)	1.000	Per Pcs	75 Pcs
16	Hand Shower (CERA/ESSCO)	1.000	Per Pcs	100 Pcs
17	Shower (CERA/ESSCO)	1.000	Per Pcs	100 Pcs
18	Piller Cock (CERA/ESSCO)	1.000	Per Pcs	50 Pcs
19	Ball Valve 1" (CERA/ESSCO)	1.000	Per Pcs	50 Pcs
20	Connector Pipe Hindware (2ft)	1.000	Per Pcs	150 Pcs
21	Concil Inner Parts (CERA/ESSCO)	1.000	Per Pcs	150 Pcs
22	1 MM Wire Havel	1.000	Per Coil	10 coil
23	1.5 MM Wire Havel	1.000	Per Coil	10 coil
24	2 MM Wire Havel	1.000	Per Coil	10 coil
25	0.75 mm Wire Havel	1.000	Per Coil	10 coil
26	20 Watt LED Tube Light Havel	1.000	Per Pcs	600 Pcs
27	15 Watt Panel Light Havel	1.000	Per Pcs	100 Pcs
28	12 Watt Panel Light Havel	1.000	Per Pcs	160 Pcs
29	100 Watt Flat Light Havel	1.000	Per Pcs	50 Pcs
30	120 Watt Street Pole Light Cromptom	1.000	Per Pcs	50 Pcs
31	200 Watt LED Light Havel	1.000	Per Pcs	20 Pcs
32	Ceiling Fan Havel 48"	1.000	Per Pcs	40 Pcs
33	50 Watt LED Light Havel	1.000	Per Pcs	50 Pcs
34	15 Watt Round Panel Light	1.000	Per Pcs	80 Pcs