



## GOVERNMENT OF WEST BENGAL

### WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme- VIII (M), Ultadanga, Kolkata - 700 067

Telefax : 033 6824 6350 Phone : 033 6824 6363

e-mail : wbcpcr@gmail.com website : www.wbcpcr.org

530/WBCPCR-19/3/2021-SEC(WBCPCR)-WBCPCR

27/02/2025

Memo No.- .....

Date .....

### Notice Inviting Tender

#### **Inviting e-Tender for printing, binding and supply of 8 (eight) types of booklets and printing and supply of 8 (eight) types of posters on trafficking**

The West Bengal Commission for Protection of Child Rights (WBCPCR) invites proposals /bids from reputed competent individual / firm / co-operative Societies /company / other business entity, hereinafter referred to as the 'Tenderer', who are experienced in printing, binding and supply of books / booklets/ magazines / periodicals etc. Brief concept of the proposal is illustrated at SECTION-C.

#### SECTION-A

##### IMPORTANT DATES AND TIME

E-Tenders are invited from bona fide eligible "Tenderer" for the above work. Bids are to be submitted in two parts.

- Technical Bid
- Financial Bid

1) The **FINANCIAL BID** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee'. Such decision will be final and absolute in this respect. The list of Qualified Tenderers will be displayed in the website.

##### 2) **Date and Time Schedule:**

Sl. No.	Particulars	Date	Time
1.	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	28/02/2025	04.00 p.m.
2.	Documents download (Online)	28/02/2025	04.30 p.m.
3.	Bid submission start date (online)	05/03/2025	04.30 p.m.
5.	Bid submission Closing (online)	11/03/2025	11:00 a.m.
6.	Bid opening date for Technical Proposal (online)	13/03/2025	11:30 a.m.
7.	Date of Uploading list for Technically Qualified Tender (online): Technical Opening Summary	To be disclosed later	
8.	Date for Opening of Financial Proposal (online)	To be disclosed later	

## SECTION-B

### TECHNICAL COVER:

NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Sl. No.	Category Name	Sub Category Description	Details
A	CERTIFICATES	CERTIFICATES	<ol style="list-style-type: none"><li>1. Copy of PAN</li><li>2. P-Tax Registration Certificate</li><li>3. G.S.T Registration Certificate (if registered under GST Act)</li><li>4. Copy of Income Tax Return of any two years out of last five financial years ending on 31/03/2024 i.e. FY 2019-20, FY 2020-21, FY 2021-22, FY 2022-23 &amp; FY 2023-24.</li><li>5. Self-declaration certifying that the tenderer has not been blacklisted by any Govt. establishment and any legal proceedings has not been initiated against the Tenderer(s) or any of its directors.</li><li>6. EMD Certificate / Exemption Certificate w.r.t. printing works (as applicable).</li></ol>
B	Organisational Details	Details of Organisation	<ol style="list-style-type: none"><li>7. Proprietorship Firm (Registration certificate, Trade Licence) / Partnership Firm (Partnership deed, Trade Licence) / Limited Company (Incorporation Certificate, Trade Licence) / Wholesale Consumers' Co-operative Society (Society Registration Copy, Trade Licence)</li></ol>
C	Credential	Credentials	<ol style="list-style-type: none"><li>8. Credential Certificate for turnover of Rs. 10 lakh (Rupees ten lakh) at least for two financial years out of last five financial years ending on 31/03/2024 from competent Authority.</li><li>9. The copy of document to justify the experience in printing and supply of booklets / books etc. to different Govt. offices.</li><li>10. Credential Certificate / copy of document to justify that the Tenderer(s) is engaged in the business of printing and supply of books / booklets as stated above at least for two years out of last five financial years ending on 31/03/2024.</li></ol>

**FINANCIAL COVER:**

Financial Cover should contain duly filled up BoQ. The price should be inclusive of cost of Raw Material, Packing, freight, hire charges, GST, cess, levies other cost of incidental charges and transportation cost etc.

**WHOM TO CONTACT**

**For any other information the undersigned at landline number 033-6824 6322 of the Commission may be contacted during the office hours (Monday to Friday 10.30 am to 5.30 pm).**

**EARNEST MONEY DEPOSIT**

**Earnest Money** will have to be deposited through online payment as in the e-tender portal. Intending bidders shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password to make the payment. EMD may be paid either by Net Banking through ICICI Bank Payment Gateway or By process of RTGS /NEFT as stated in Memorandum No. 3975-F(Y) Dated-28/07/2016 of the Finance Department (Audit Branch), Government of West Bengal.

Interest free **Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees eight thousand)** only is to be paid through online in e-Procurement portal.

On processing the financial bid evaluation electronically in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 bidder will be refunded, through the automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority.

**Earnest Money should be deposited through online well in advance preferably before minimum two bank working days from Bid Submission Closing Date to avoid problem related to deposition of EMD in time.**

**PENALTY CLAUSE**

Debarment from participation in the next tender process of the West Bengal Commission for Protection of Child Rights- the State Government reserves the right to declare a contractor blacklisted for five years due to the following reasons-

- i. Withdraws from agreement after being the lowest quoted tenderer.
- ii. Fails to complete the work within stipulated period as required by the WBCPCR.
- iii. For supply of non-specified/below standard material.
- iv. In consequence of submission of false or fabricated document by any contractor for participating in the tender.
- v. Tenderer those who have quoted absurdly high or low rate in the opinion of the WBCPCR, with the intention to vitiate the tender process.
- vi. Submission of tender for completion of work mentioned previously for which the concerned company has been blacklisted either by the State Govt. Or by other State/Central Govt. Organisation.

**SECTION – C**  
**SPECIFICATION OF TENDER**

**1 SCOPE OF WORK:**

- (i) Printing, binding and supply of 8 (eight) types of booklets and printing and supply of 8 (eight) types of posters on trafficking
- (ii) Specifications:

Sl. No.	Name of Booklet	Specification	Quantity
1.	“POCSO” (Bengali Version)	a. Size: 8(H) Inch x 8(W) Inch b. Pages: 16 Page and 4 Page Cover c. Cover and Inner pages: 300 GSM Imported Art Paper (Cover and Inside Both) d. Fabrication: Matt Lamination on Cover Page e. Printing: 4 Colour Printing f. Binding: Canter Staple	2,000
2.	“POCSO” (English Version)	a. Size: 8(H) Inch x 8(W) Inch b. Pages: 16 Page and 4 Page Cover c. Cover and Inner pages: 300 GSM Imported Art Paper (Cover and Inside Both) d. Fabrication: Matt Lamination on Cover Page e. Printing: 4 Colour Printing f. Binding: Canter Staple	1,000
3.	“Ekhon Biye Noy” (Bengali Version)	a. Size: 7.25(H) Inch x 7(W) Inch b. Pages: 20 Page and 4 Page Cover c. Cover pages: 250 GSM Imported Art Paper d. Inside Page: 170 GSM Imported Art Paper e. Fabrication: Matt Lamination on Cover Page f. Printing: 4 Colour Printing g. Binding: Canter Staple	2,000
4.	“No Marriage Now” (English Version)	a. Size: 7.25(H) Inch x 7(W) Inch b. Pages: 20 Page and 4 Page Cover c. Cover pages: 250 GSM Imported Art Paper d. Inside Page: 170 GSM Imported Art Paper e. Fabrication: Matt Lamination on Cover Page f. Printing: 4 Colour Printing g. Binding: Canter Staple	1,000
5.	“Cyber Jagote Sabdhan” (Bengali Version)	a. Size: 7(H) Inch x 7(W) Inch b. Pages: 20 Page and 4 Page Cover c. Cover and Inner pages: 170 GSM Imported Art Paper (Cover and Inside Both) d. Printing: 4 Colour Printing e. Binding: Canter Staple	1,500

6.	“Stay Safe Online” (English Version)	a. Size: 7(H) Inch x 7(W) Inch b. Pages: 20 Page and 4 Page Cover c. Cover and Inner pages: 170 GSM Imported Art Paper (Cover and Inside Both) d. Printing: 4 Colour Printing e. Binding: Canter Staple	1,000
7.	Pocket Handbook for Media And Journalists on Reporting on Child Rights (English Version)	a. Size: 5.50 (H) Inch × 4.125 (W) Inch b. Pages: 24 Pages and 4 Pages Cover c. Cover Page: 300 GSM Imported Art Paper d. Inside Page: 90 GSM Glossy Art Paper e. Printing: 4 Colour Printing on Cover Page (printing on outside only) and Single Colour Printing (Black) on Inside Page f. Binding: Canter Staple	500
8.	“Chenchiye Para Mat Karo” (Bengali Version)	a. Size: 8.50(H) Inch x 5.50(W) Inch b. Pages: 16 Page and 4 Page Cover c. Cover pages: 130 GSM Imported Art Paper d. Inside Page: 70 GSM Maplitho e. Printing: 4 Colour Printing on Cover Page and 2 Colour Printing on Inside Page f. Binding: Canter Staple	1,000
9.	Posters on Trafficking	a. Size: 30 (H) Inch × 20 (W) Inch b. Paper: 90 GSM Glossy Paper c. Printing: One side four colour print	8 × 500 = 4,000

(iii) Soft copies of the aforesaid booklets and the posters will be provided by the WBCPCR.

## 2. PAYMENT SCHEDULE AND PROCEDURE:

- Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- Invoice should be raised in favour of the Assistant Secretary, WBCPCR for payment.
- **No advance payment will be made at any stage.**

*Sd/-*

Assistant Secretary

to the Government of West Bengal

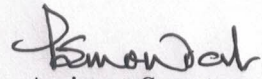
West Bengal Commission for Protection of Child Rights

No.: 530/1(8)/WBCPCR-19/2/2021-SEC(WBCPCR)-WBCPCR

Date: 27/02/2025

Copy forwarded for information to:-

- 1) Additional Secretary (Administration), WCD&SW Department- with a request to arrange for putting up the notice in the office notice board.
- 2) Additional Secretary, WCD&SW Department- with a request to upload the NIQ in the website of that Department.
- 3) Shri Arunangshu Kar, W.B.A. & A.S., Assistant Financial Advisor, Department of WCD&SW
- 4) Sr. Pr. P. S. to the Secretary, WBCPCR
- 5) Sr. P.S. to the HCP, WBCPCR.
- 6) Section Officer, WBCPCR
- ✓ 7) Shri Kuldeep Polley, Data Entry Operator, WBCPCR  
He is requested to upload this Notice in the official website of WBCPCR:  
[www.wbcpcr.org](http://www.wbcpcr.org)
- 8) Office Copy

  
Assistant Secretary

to the Government of West Bengal  
West Bengal Commission for Protection of Child Rights