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E-Mail : pmjhp.wbsedcl@rediffmail.com

Village: Paren
P.O. – Jaldhaka Hydel Project
Kalimpong, PIN-734503

Notice Inviting Tender (NIT) no: PM/JHP/HR/TENDER/23-24/ 17

Dated 18/07/2023

Sealed **Item Rate** tender is hereby invited by the Project Manager, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503 from intending bidders for supply and delivery of under mentioned materials at Jaldhaka Hydel Project Office, Paren, Kalimpong-734503 as per terms & conditions as mentioned below:

Sl no.	Description of materials	Quantity in reams
1	A4 size (70/Gsm) standard	200 nos.

Terms & Conditions:

1.

- Eligibility criteria: The intending bidders must submit the self-attested copies of the following documents with the application for issue of tender documents.
 - a. GST Registration Certificate (as applicable).
 - b. PAN Card
 - c. Valid Trade License
- Cost of Tender: Rs 295.00(Including GST) in the form of bank draft/ Banker's cheque in the name of WBSEDCL payable at Malbazar/Jholung.

2. Key dates:

SL No	Description	Date and Time
1	Last date for submission of bid	On 09.08.2023 Up to 14:00 Hrs.
2	Date of Technical bid opening	On 09.08.2023 At 15:00 Hrs.

3. The bidder has to submit the bid in a single envelope containing 2(two) separate envelopes. Envelope 1(one) containing duly signed NIT, document relating to eligibility criteria as per CI/No 1 and Cost of Tender instrument. Envelope 2 (Two) containing duly signed and stamped price bid in firm's original letter head as per the proforma enclosed. Tender is to be submitted to the Project Manager, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503 and shall be super scribed with the Tender notice no. name of the work/materials, name and address of the firm submitting the tender including deadline of submission of bids.
4. If the envelope is not sealed or marked as indicated above, the WBSEDCL would not be responsible for the misplacement or premature opening of the tender.
5. The tenderer will have to quote rate items wise (in figure as well as in words) strictly in their own firm's letter-head. If there is discrepancy in figure and word the amount state in word shall prevail the quotation/bidding page must contain the reference of the NIT and description of NIT.
6. The tender shall be signed by the authorised signatory of the firm with seal of the firm. All correction in the tender should be initiated by tenderer before submission of the tender.
7. The tender shall be typed or written in indelible ink and shall be signed by a person/person's duly authorised by the tenderer. The proof of authorization shall be furnished in the form of a

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Telephones: 033 2359 1930 to 1940, Fax: 033 2359 1954

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- written power-of-attorney/ or resolution of the Board of Directors of the company which shall accompany the bid.
8. Before the deadline for submission of tenders, WBSEDCL may modify the terms of NIT by issuing corrigendum. Any corrigendum thus issue shall be part of NIT and shall be communicated through possible means of communication.
 9. Formation of any Cartel may lead to the cancellation of tender with penal measures as necessary and WBSEDCL reserves the right to take such unilateral decisions without further notice to anyone.
 10. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing will be liable for rejection.
 11. The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
 12. The WBSEDCL reserves the right to cancel the NIT due to unavoidable circumstances and no-claim in this respect will be entertained.
 13. Conditional tender will not be accepted.
 14. Communication Address: Project Office, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503, e-mail ID: hra.jhp@wbasedcl.in.
 15. If the office happens to be closed on the last date of receipt of application issued of bid documents and/or on the date of receipt/opening of tender, the next working day (except Saturday) at the same time & venue shall be applicable for the said purpose.
 16. The WBSEDCL does not bind itself to accept the lowest bidder and reserves the right to accept or reject any or all tender(s) or to split the supply of material to more than one agency without assigning any reason whatsoever.
 17. WBSEDCL's right to terminate the order/Contract: If the agency shall fail to supply the material within the time prescribed herein or extended time for supply, then notice will be issued to the agency seeking reasons for failure to supply the materials within prescribed time. If the agency fails to responds or furnishes satisfactory reasons against the said notice, the order placed on the agency will be terminated and the agency may be subjected to holiday listing as per company's policy.
 18. GST will be paid extra as per rule prevailing during the execution of the work.
 19. Place of Delivery: the material is to be delivered at Store, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503.
 20. Consignee: The Asstt. Manager (HR&A), Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503.
 21. Paying Authority: The Asstt. Manager (F&A), Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503.
 22. Payment: 97% payment shall be made against Tax Invoice submitted by the agency in triplicate along with challan duly signed by official receiving the materials in support of delivery of materials after successful completion of supply of materials. Remaining amount of (3% of order value) would be recovered from the bill and would be released after successful completion of defect liability period.
 23. Liquidated Damage: The L.D will be imposed for delay in delivery of materials @ $\frac{1}{2}$ % per week or part thereof up to 10 weeks. Thereafter LD @1% of the order value will be deducted per week.
 24. Tax & Duties: Statutory deduction will be applicable as per the relevant law in force.
 25. Delivery Period: Materials have to be supplied at site within 30 Days from the date of placement of order.

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26. Defect liability: The materials should have defect liability period of 6 (Six) months. In case of supply/delivery of damaged or defective materials the agency will be responsible for changing/replacement of same at his/her own cost.
27. Force Majeure: Force Majeure by any reason of war Act of God, Govt or Parliamentary restrictions, riots civil commotion, delay in release of foreign exchange, fire, flood, accident, hurricanes, epidemics, inability to obtain dock, strike or other labour trouble, whatsoever beyond your control will have to be justified accordingly by production of authenticated documents.

[Signature]
18/07/23

(Dewesh Kumar)
Addl. C.E. & Project Manager
Jaldhaka Hydel Project

PROFORMA OF PRICE BID

NAME OF WORK: Supply & Delivery of A4 Size Paper (70 Gsm) at Administrative Office, Paren, Jaldhaka Hydel Project, WBSEDCL, Kalimpong.

NIT No: _____

Date: _____

Sl/No	Item Description	Qty	Unit	HSN Code	Item wise rate (Excluding GST)	GST Rate (..... %)	Amount (Exclusive of GST)
1	A4 Size Paper (70Gsm)	200	Nos				
Gross Total(Inclusive of GST)							

Total Amount (In Words): _____

I/We hereby agree to Supply & Deliver the materials as per specification, term of NIT and as per above rate tendered by me/us.

(Signature of Bidder with Seal)