



West Bengal State Electricity Distribution Company Limited
(A Government of West Bengal Enterprise)

Distribution Head Quarters, Block- DJ, Sector- II

CIN-U40109WB2007SGC113473

Vidyut Bhavan, Karunamayee

Kolkata- 700 091

Notice of Inviting Tender for Procurement of Stationery Items

Open Tender Notice for procurement of Stationery Items for the use at the Office of The Executive Director, Distribution, WBSEDCL, Vidyut Bhavan.

Sealed tenders with Bidder's own Seal are invited for supply and delivery of the Stationery articles as per following list to our aforesaid address. Tender Papers will be received within **04/10/2023 upto 2.00 P. M.** and will be opened on the same date at **2.30 P. M.** in presence of all Bidders. The maximum time of delivery should be strictly adhered to. **Reference No. of enquiry and due date of submission of the Tender should be prominently written on the envelope** and total amount should be given in figure and word and price offered should remain valid for 90 days. Rate should be quoted in the following format.

Sl. No.	Description of Stationary Articles	Specification / Brand	Quantity	Unit	Rate per unit	Percentage of GST/TAX if any	Total Price
1	Cello tape (1 inch)	Best Quality	200	Numbers			
2	Duster Big (36" X 36")	Best Quality	400	Numbers			
3	Duster Small (24" X 24")	Best Quality	600	Numbers			
4	Highlighter	Best Quality	200	Numbers			
5	Marker Pen (Blue)	Best Quality	100	Numbers			
6	Marker Pen (Black)	Best Quality	100	Numbers			
7	Self-Adhesive Note	Best Quality	200	Numbers			
8	Correction Pen	Best Quality	200	Numbers			
9	Stapler Machine (10M)	Best Quality	100	Numbers			
10	Stapler Machine (24/6 M)	Best Quality	100	Numbers			
11	Room Freshener	Godrej 200 ML	100	Numbers			
12	Binders Clip (8" width)	Best Quality	300	Numbers			
13	Binders Clip (1" width)	Best Quality	600	Numbers			
14	Sharpener	Best Quality	100	Numbers			

Terms & Conditions :

1)	Tender to be submitted should be addressed to The Executive Director (Dist.), 1st Floor, Block- 'D' Block, Vidyut Bhavan, Salt Lake City, Kolkata - 700 091. All tender documents will have to be submitted in sealed cover and have to be submitted at Dist. HQ, 1st floor, Block-B within 2.00 P :M: upto 04/10/2023 after duly docketed by the Receive Section of Dist. HQ.
2)	Tender should be strictly as per our specification. Non-specified item need not be quoted.

3)	GST Registration No. & HSN code of the stationery articles is to be submitted along with the Offer. If the Bidder is not registered under composition scheme, GST shall be liable over and above the quoted rate which shall have to be stated separately in percentage otherwise rate should be related similar to the rate applicable in composition scheme.
4)	Transportation charges for supply & delivery should be free of charge at the above address within 24 days from the date of placement of order.
5)	Liquidated damage shall be imposed for delayed delivery, @ 0.5 % per weeks of delay subject to a maximum of 2.5 % of the value of non supplied articles as per order.
6)	The quantity as shown against each item may vary upto (+ / -) 25 % at the same rates and terms & condition.
7)	In case of failure on the part of successful bidder for supply and delivery of the stationery articles on receipt of formal order irrespective of the value of the order, the WBSEDCL reserves every right to cancel the order without assigning any reason whatsoever.
8)	No escalation of prices will be allowed.
9)	Tenders received without seal of the Firm, Reference No. & Date, date of opening of Tender on the envelope containing quotations will be rejected.
10)	The Tender initiating authority reserves the right to reject any or all Tenders without assigning any reason whatsoever.
11)	Adherence to the different clauses shall be deemed as the essence of contract and if the vendor fails to deliver within the periods prescribed for such work in the LOA, WBSEDCL shall be entitled to process through the best and nearest substitute available elsewhere on the account and at the risk of contracting agency or to cancel the contract and the selected bidder shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on the part of the selected Bidder.

Yours faithfully,

(Sumit Mukherjee)

Executive Director, Distribution
WBSEDCL

Memo No. CED / Stationery Tender /2023/ 04 (1-3)

Date- 19/9/23