

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



TENDER BOOKLET

For

Supply of different types of Photocopier paper for use of Corporate Offices of WBSEDCL at Vidyut Bhavan

Issued against

Press Tender Notification no: CSC/DCL/Photocopier Paper/920

Dated- 28.09.2020

E-Tender ID: 2020_WBSED_298569

By

The Additional General Manager (HR&A)

COMMON SERVICE CELL
WBSEDCL

Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700091

P. 207



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

-: INDEX :-

Sl. no.	Particulars	Page no.
1	Synopsis	2
2	Scope of Work	3
3	Eligibility Conditions	4
4	Terms & Conditions	5
5	Annexure –I Key Dates & Time Span	11
6	Annexure – II Format for Techno-Commercial bid (Part-I)	12
7	Annexure – III Format for Price Bid (Part-II)	16
8	Annexure – IV Proforma for Undertaking	17
9	Annexure – V Letter to be submitted by the Participant	18
10	Annexure – VI Vendor Mandate Form	19



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

West Bengal State Electricity Distribution Company Limited hereinafter referred to as WBSEDCL, a Govt. of West Bengal Enterprise having its registered office at Vidyut Bhavan, Block- DJ, Sector-II, Salt Lake, Kolkata - 700091 is responsible to distribute uninterrupted and quality Power within the State of West Bengal within the jurisdiction WBSEDCL with a consumer base of approx 1.89 Cr.

The Addl. General Manager (HR&A), Common Service Cell, WBSEDCL, 8th floor 'B' Block, Vidyut Bhavan, Salt Lake, Kolkata -91 on behalf of WBSEDCL invites e-tenders from the reputed and solvent agencies/companies having their proven experience to execute a job for supply of different types of Photocopier Papers for use of different offices under Corporate of WBSEDCL at Vidyut Bhavan in line with the **terms and conditions** mentioned hereunder.

Name of the Work :	Supply of different types of photocopier papers for use of offices under Corporate of WBSEDCL at Vidyut Bhavan
Estimated Job Value:	₹ 11 lacs
Cost of Tender Booklet:	₹ 1180.00 (1000.00+ GST @18%)
Amount of Earnest Money:	₹ 27,500/-
Amount of Security deposit :	5% of the actual order value excluding GST
Publishing date of Press Notification & in NIC Portal :	06.10.2020
Start date of Downloading of NIT :	06.10.2020 at 11.00 hrs. onwards
Pre-Bid Meeting:	12.10.2020 at 14.30 hrs.
Bid submission starts on and from	16.10.2020 at 12.00 hrs.
End date of submission of Online Bid:	06.11.2020 at 11:00 hrs.
End date of physical submission of Tender Fee and EMD:	09.11.2020 at 15.00 hrs.
Website for downloading Tender Booklet, corrigendum and addendum :	www.wbsedcl.in and https://wbtenders.gov.in
Submission of Demand Draft/ Pay Order :	DD/PO must be submitted in favour of "West Bengal State Electricity Distribution Co. Ltd." payable at Kolkata from any Nationalized/Scheduled Bank.
Date of opening of Techno-Commercial Bids:	11.11.2020 at 14.00 hrs.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor'B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

❖ Scope of Work

The Agency will supply different types of Photocopier Papers as per description and minimum required technical specification mentioned below for use at different offices under Corporate of WBSEDCL located at Vidyut Bhavan. The delivery should be made in one time or piecemeal form to the Common Service Cell Store at Vidyut Bhavan.

Sl. No.	Item Description	Total quantity
1	Photocopier Paper, 75GSM, Size: (21.5cm x 34.5cm) (Folio), 500 sheets per ream	600 reams
2	Photocopier Paper, 75GSM, Size: (21cm x 29.7cm) (A4), 500 sheets per ream	5000 reams
3	Photocopier Paper, 75GSM, Size: (42cm x 29.7cm) (A3), 500 sheets per ream	5 reams

Minimum Technical Specification

Sl. No.	Particulars	Unit	Value	Standard
1	Substance with Tolerance	GSM	75 \pm 2.5	ISO 536
2	Caliper	Micron	102 \pm 2	ISO 534
3	Breaking Length (MD)	Metre	5500 \pm 300	ISO 1924 – 2
4	Breaking Length (CD)	Metre	2500 \pm 300	ISO 1974
5	Tear Factor (CD)	Metre	45 \pm 5	
6	Tear Factor (MD)	Metre	40 \pm 5	
7	Moisture	%	6.0 \pm 0.5	ISO 287
8	Bendtsen Smoothness TS	MI/Min	150-200	ISO 8791-2
9	Bendsten Smoothness WS	MI/Min	150-200	
10	Brightness	Min.	90	ISO 2470
11	Opacity	%	94	ISO 2471
12	Sizing / Cobb ₆₀	GSM	30	ISO 535
13	Porosity (Max)	MI/Min	650	ISO 5636-1
14	Burst Factor	Min	22	ISO 2758
15	Ash	%	16-18	ISO 1762



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor'B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

❖ Eligibility Conditions

- A) The Agency/ Company should be in continuous operation for a **minimum period of 05 yrs.** Necessary documents i.e. certificate of commencement/ incorporation, Trade License etc should be submitted. IT returns of last 05 F.Y. upto 2018-19 should be submitted.
- B) It is mandatory that the Agency/Company should have following registrations & certificates: -
i) GST Registration
ii) Professional Tax
- Necessary certificates must be submitted along with application.
- C) The Company/ Agency should have successfully executed same type of work order within last 03 (three) financial years for value minimum 80% of the estimated value in a single order or minimum 50% of the estimated value against two nos. orders each or minimum 40% of the estimated value against three nos. orders each. Necessary work order, delivery challan/ invoice or completion certificate should be submitted.
- D) The Company/ Agency should be the manufacturer or authorized dealer/stockiest/reseller of the manufacturer. Necessary documents should be submitted.
- E) If the Agency/Company is the authorized dealer/stockiest/reseller of the manufacturer, then the agency/company should have working capital of ₹8 (eight) lacs in the last three financial years i.e. 2016-17, 2017-18, 2018-19.
- F) The Agency/ Company should have their Head/Registered/Corporate office within India and also a registered office within the jurisdiction any of Kolkata, Howrah, Salt Lake and South & North 24 Parganas which will be referred as "**Local Office**" herein after. Detailed address and location of the offices should be furnished. Necessary documents should be submitted with application. If it is felt necessary, WBSEDCL reserves the right of physical inspection without giving any prior notice. If the Agency/Company changes location of its office within the contract period, the same must be intimated to the Addl. General Manager (HR&A), Common Service Cell in written manner with supporting documents. In case of proprietorship agency, the address of the office and residence should not be same.
- G) **No preference will be allowed to any agency/company based on its geographic location or size of the company/agency.**



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor'B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

❖ Terms & Conditions

i) Type of Tender:

This tender is a **02(two)** part tender comprises the following: -

- Techno-Commercial Bid**, which proves the eligibility of the participant. If any participant fails in any parameter of the eligibility criteria will liable to be disqualified from the tender.
- After completion of thorough checking of Techno-Commercial Bid, **Price Bid** of the techno-commercially eligible participants will be opened from which lowest offered rates will be obtained.

ii) Acceptance of Tender: -

Participants shall ensure that all the eligibility conditions duly fulfilled by them and if there be any dispute regarding non-submission of any documents, WBSEDCL reserves the right to cancel that bid unilaterally without assigning any reason. Necessary intimation will be given.

iii) Purchase of Tender: -

The tender documents will be available only in PDF format at the website of WBSEDCL i.e. www.wbsedcl.in and at <https://wbtenders.gov.in>. There will be no physical sell of Tender document. Participants have to download the same from these websites. Cost of tender documents which is **purely non-refundable** is ₹1000.00 (one thousand) + GST@18% = **₹1180.00** should be deposited in form of DD/PO drawn in favour of **"WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED"** payable at Kolkata from any nationalized/scheduled bank. The DD/PO should be attached with the application form at the time of submission. Details of DD/PO should be properly mentioned in the prescribed format in Application form. Necessary receipts will be given accordingly.

Please note that without submission of Tender Fee or inadequate submission of Tender Fee results in non-opening of Technical Bid.

Please note that validity period of DD/PO will be **90 (ninety) days** from the date of submission.

iv) Earnest Money: -

An **Interest Free Refundable Earnest Money** of **₹27,500.00** (twenty-seven thousand five hundred) only should be deposited in form of DD/PO drawn in favour of **"WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED"** payable at Kolkata from any nationalized/scheduled bank. The DD/PO should be attached with the application form at the time of submission. Details of DD/PO should be properly mentioned in the prescribed format in Application form. At the time of opening Technical Bid, if any dispute found in application of a


Addl. General Manager (HR&A)
Common Services Cell



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

participant and subsequently the application declared as disqualified, the DD/PO will be refunded to the authorized representative of the Agency/Company in hand.

Please note that validity period of DD/PO will be **90 (ninety) days** from the date of submission.

Please note that without submission of Earnest Money or inadequate submission of Earnest Money results in non-opening of Technical Bid.

However, WBSEDCL reserves the right to forfeit the above Earnest Money in whole during the validity period in following cases, if felt necessary and decided by the Tender Committee: -

- Incomplete Submission of Offer.
- If the Bid is withdrawn during validity period or any extension thereon.
- If the bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
- If the bidder whose bid has been accepted but fails to furnish the security deposit within seven working days of acceptance of bid.
- If any point of time during the evaluation process of this tender it is found that Agency/Company has submitted fake documents or details furnished by them is incorrect.

v) Security Deposit: -

An **Interest Free Refundable Security Deposit @ 5%** of the original order value excluding GST should be deposited in form of DD/PO drawn in favour of **"WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED"** payable at Kolkata from any nationalized/scheduled bank within **07 (seven) working days** from the date of issue of purchase order. After completion of successful delivery in full the same will be refunded to the Agency/Company against their application for refund.

Please note that validity period of DD/PO will be **90 (ninety) days** from the date of submission.

However, WBSEDCL reserved the right to forfeit the above Security Deposit in whole during the validity period in following cases, if felt necessary and decided by the competent authority of WBSEDCL: -

- If the Agency/Company is being disqualified or holiday listed by WBSEDCL resulting cancellation of order.
- In case of breach of any terms of the purchase order.
- If item delivered not as per the specification mentioned in the NIT and/or purchase order.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

vi) Submission of Tender: -

Application should be submitted only through online at <https://wbtenders.gov.in>. Only Demand Drafts of Tender Fee and Earnest Money should be submitted at the office of the **Additional General Manager (HR&A), Common Service Cell, 8th floor 'B' Block, Vidyut Bhavan** in a properly sealed envelope within the time and date stipulated in this booklet. There will be no consideration to allow any participant to submit application beyond the stipulated time and date. **Press notification no. of the Tender, E-Tender ID, submission date, opening date, matter of tender, name and address of the participating Agency/Company** should be mentioned clearly and prominently on the envelope.

The sealed envelope should contain the following: -

- One envelope containing DD/PO for Tender Fees. Press Notification No., E-tender ID, name of the participating Agency/Company and the tag **"Tender Fee"** should be written prominently on the envelope.
- One envelope containing DD/PO for Earnest Money. Press Notification No., E-tender ID, name of the participating Agency/Company and the tag **"Earnest Money"** should be written prominently on the envelope.
- No **Price Bid** should be submitted offline.
- Sample sheet of photocopier paper along with the certification mentioning the specification of that paper in manufacturer's letter head. Attachment of BIS Certificate of quality & specification will be given preference.

vii) Opening of Tender: -

At first Techno-Commercial Bids will be opened in presence of Tender Committee and the authorized representatives of the participating Agencies/Companies. Representative from the participating agency/company should bring authorization letter with themselves at the opening of tender and submit the same prior opening of technical bid. After thorough scrutiny of Techno-Commercial documents, Price Bid of Techno-Commercially eligible participants will be opened.

viii) Evaluation of tender: -

- Evaluation of **Techno-Commercial bid** will be done on the basis of merit of the documents submitted by the participants as per **Annexure-II** of the NIT.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

- b. After aggregation of rates of Sl. no. 1.01, 1.02 & 1.03 of Annexure-III, the lowest bid will be selected. Formula fitted for evaluation is mentioned in the lower section of **Annexure-III**.
- c. In case of receiving same rates by two or more participants, negotiation may be done if Committee decides to do so.

In the matter of evaluation decision of the Committee will be final.

ix) Evaluation Parameters: -

L1 rate will be obtained on the basis of the aggregate value of **Sl. no. 1.01, 1.02 & 1.03 of the Price Bid**. Non-quoting or quoting 'ZERO' value in any of the Sl. no. mentioned above may lead to cancellation of the bid quoted by the bidder.

x) Pre-bid meeting: -

A pre-bid meeting will be held in presence of the Committee Members and authorized representative of the intending Agencies/Companies on the stipulated date to clarify doubts (if any) from both ends of WBSEDCL as well as the intending participant prior submission of tender.

xi) Modification/Corrigendum/Amendment of NIT: -

WBSEDCL reserves the right to modify the bid document at any time by issuing addendum/corrigendum and uploading the same in the web portal, but not later than 5 (five) days prior to the deadline for submission of bids. Such addendum/corrigendum shall be binding on the bidders and shall have to be submitted as integral part of the bid. In order to afford prospective bidders reasonable time to take the addendum/corrigendum into account while preparing their bids, WBSEDCL may, at its discretion, extend the deadline for bid submission.

xii) Award of Contract: -

After evaluation of all requisite documents and finalization of lowest rate on aggregate basis the lowest bidder will be awarded with the Purchase Order.

xiii) Rate: -

After finalization of rates, the same will be firm. If any issues regarding enhancement of rate arises within this period, the same will not be entertained. If there any changes in statutory subject(s) made by the Govt. of India as well as Govt. of WB resulting impact on finalized rates, the same will be placed under purview of competent authority and will be finalized as per decision taken and the contractor Agency/Company will have to accept that decision.

xiv) Delivery: -

All the items are to be delivered at a time or in piecemeal form as to be decided later to C. S. Cell Store located at Vidyut Bhavan within fifteen working days from the placement of purchase order. The delivery date will be clearly mentioned in the purchase order. Any request for extension of delivery period will not be entertained



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

except any valid reason impacting delay in delivery, if so the same may be placed before the Addl. General Manager (HR&A), Corp. Common Service Cell for further decision.

The items should be delivered only against GST Invoice along with E-way bill, if value of the item delivered exceed ₹1 (one) lac including GST. Manufacturer's Certificate of quality mentioning the specification of the paper delivered should be submitted with the tax invoice at the time of delivery.

WBSEDCL reserves the right to examine the quality of any or all of the papers through national test house if felt necessary and the cost of the testing will be deducted from the bill of the agency/company. If any flaws found in the test report, the consignment will be rejected partly or wholly as per decision of the competent authority of WBSEDCL.

xv) Billing/ Invoicing and submission: -

Bill/Invoice should be prepared maintaining the guidelines of GST for billing/invoicing. The bills/invoices should be submitted in triplicate along with E-way bill duly signed by the In-charge of C. S. Cell Store to the **Additional General Manager (HR&A), Common Service Cell, WBSEDCL, 8th floor 'B' Block, Vidyut Bhavan, Block-DJ, Sector-II, Salt Lake, Kolkata - 91.**

xvi) Payment: -

After submission of bills/invoices, Payment will be made in due course by the **Manager (F&A), Establishment Corporate, 6th floor 'B' Block, Vidyut Bhavan.**

xvii) Penalty/Liquidated damage: -

In case of delay in delivery, penalty @ 0.5% per week upto maximum of 2.5% will be levied on the value of the item(s) delivered beyond the delivery date as stipulated in the purchase order.

Moreover, after completion of delivery if any item(s) found damaged or not as per the specification mentioned in the NIT and/or purchase order, the same will be rejected right there and replacement should be made within 07 (seven) working days from the date of rejection. The rejected quantity will not be counted with the items in order and if the replacement made after the delivery date the above mentioned penalty will be imposed.

xviii) Cancellation of order: -

The purchase order will be cancelled as per discretion of the authority of WBSEDCL for the ground mentioned below and in that case the security money deposited will be forfeited. Following are the grounds that may lead to cancellation of the order and initiation of process subsequently for holiday listing of the agency/company: -

If the agency/company

- Fails to deliver 60% of the ordered value as per the specification mentioned in this NIT as well as in the Purchase order.
- Fails to abide by the condition of the NIT and/or the purchase order.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor'B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

- c. Found to submit false particulars at the time of tender submission or indulged in any type of forgery or falsification of records.
- d. Changes its constitution without proper intimation to or without approval of the enlistment authority.
- e. Changes its permanent/business address without prior intimation to the enlistment authority.
- f. Declared or is in the process to be declared bankrupt/insolvent, winding up/dissolves/partitioned.
- g. Persistently defaulted in settlement of Statutory Taxes such as Income Tax, GST etc.
- h. Forms cartel or practicing unfair trade practice including overcharging, price fixing etc. as defined in various statutes.

If any evidence found regarding the above cases or any disciplinary action taken by any Government body against the agency/company will attract penal measures as deemed fit would be imposed on the agency/company by WBSEDCL.

xix) Legal Jurisdiction: -

Any legal dispute that may arise between the parties relating to any provisions of the Order be subject to superintendence and jurisdiction of High Court, Calcutta or any of its subordinate courts having competent jurisdiction.

xx) The company reserves the right to reject or accept any or all tenders without assigning any reason whatsoever.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor'B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

Annexure-I Key Dates & Time Span

Date of publishing of Press Notification	06.10.2020
Date of uploading of NIT at WBSEDCL's website www.wbsedcl.in as well as in NIC Portal https://wbttenders.gov.in (Publishing Date)	06.10.2020 at 11:00 hrs.
Tender Booklet downloading start date	06.10.2020 at 11:00 hrs.
Pre-Bid Discussion	12.10.2020 at 14:30 hrs.
Online Bid submission starts on & from	16.10.2020 at 12:00 hrs.
Last date of online Bidding	06.11.2020 at 11:00hrs.
Last date of physical submission of Tender Cost, EMD and Bid documents	09.11.2020 at 15.00 hrs.
Techno-commercial bid opening date	11.11.2020 at 14:00 hrs.
Financial bid opening date	The date & time will be intimated after evaluation of Techno- commercial bid

If any date as stipulated above falls on a holiday or half-day then proceeding of that date will be executed on the immediate next full working day.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor' B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

Annexure-II

Format for Techno-Commercial Bid (Part-I)

Techno-commercial Requirement for Supply of Photocopier papers for WBSEDCL at Vidyut Bhavan

1.	Name of firm/Agency/Company	:	
2.	Detailed Address & Telephone No.		
	a) Head Office	:	Address
		:	Telephone No.
	b) Registered Office at Kolkata/Howrah/Salt Lake/ North 24 Parganas/South 24 Parganas (Mark the location)	:	Address
		:	Telephone No.
3.	Contact Details:		
	a) Authorized person at Head Office	:	Name:
		:	Telephone & Mobile no:
		:	e-mail:
	b) Fax number (if any) of Local Office	:	
	c) Email address of Local Office	:	
	d) Details of personnel of Local Office		
	Particulars	Head of the Office	Responsible Person I
	Name:		
	Telephone & Mobile No:	Telephone No.	Telephone No.
		Mobile No.	Mobile No.

Addl. General Manager (HR&A)
Common Services Cell



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th, Floor 'B' Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

	e) Website URL (if any)	:	
4.	Trade License no (Copy should be enclosed)	:	
5.	PAN No. (Copy should be enclosed)	:	
6.(a)	GST Registration No. (Copy should be enclosed)	:	
6.(b)	GST Registration Type (Regular or Composite) (Document should be submitted)	:	
7.	Certificate of Incorporation/ Certificate of Commencement in case of Private/Public Limited Company	:	
8.	Company Identification Number (if any)	:	
9.	Professional Tax Reg. no (if applicable):	:	
10.	IT Return for F.Y. 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19	:	
11.	Average Annual Turnover for F.Y. 2016-17, 2017-18 & 2018-19	:	
12.	Type of the Company/ Agency (i.e. manufacturer or dealer/stockiest/reseller)	:	
13.	Name of brand for which participating	:	
14.	Certificate of the manufacturer submitted	:	
15.	Sample of Paper Submitted	:	
16.	Copy of successfully executed orders	:	
17.	Whether the firm had been removed from approved list of general order suppliers	:	Yes/No (if yes, give details)



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor'B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

	from any organization?		
18.	Whether the firm is demoted to a lower class of general order supplier at any organization?	:	Yes/No (if yes, give details)
19.	Whether the firm is having business banned/ suspended by any government department in the past?	:	Yes/No (if yes, give details)
20.	Whether the firm is convicted by a court of law?	:	Yes/No (if yes, give details)
21.	Whether business activities of the firm have been suspended and they are subject to legal proceeding?	:	Yes/No (if yes, give details)
22.	Whether the firm was disqualified pursuant to administrative suspension or disbursement by any Department?	:	Yes/No (if yes, give details)
23.	Whether already enlisted with other department (except any other department of WBSEDCL)	:	Yes/No (if yes, give details)
20.	Work experience details in support of execution of work with reference to Terms & Conditions		
21.	Filled up Annexure- IV,V & VI	:	
22.	Fees Payment Details		
	Details of DD/PO:		Tender Fee Earnest Money
	DD/PO Number	:	
	DD/PO Date	:	
	Amount	:	



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell

8th.Floor'B'Block

Vidyut Bhavan

Telephone No. 033-2334-5828

Tele Fax No. 033-2359-1924

Extension No. 03323197-213/239

Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920

Dated. 28.09.2020

E-Tender ID: 2020_WBSED_298569

	Issuing Bank	:		
	Branch name	:		
	Whose favour and payable at	:		
23.	Enclosures			
i)	Attested copies of all requisite registration certificates	v)	Certificate of Incorporation & CIN (if any)	
iii)	Executed Order copies	vi)	Desired IT Returns for F.Y. 2014-15 to 2018-19	
iv)	Tender Fee & Earnest Money	viii)	Audited Accounts for 2016-17, 2017-18 & 2018-19	
		ix)	Filled up Annexure –IV, V & VI	
<u>-Declaration-</u>				
01.	I/we certify that I/we have read the Enlistment Rule of WBSEDCL and am/are prepared to abide by them as amended form time to time.			
02.	I/we certify that the information given in the Technical Bid is true to the best of my/our knowledge. I/we also understand that in case any information is found wrong. I/we am/are liable for cancellation of Bid and to be debarred for enlistment/ tendering process in future.			
Signature(s) of the Authorized Signatory with seal of Local Office		Signature(s) of the Authorized Signatory with seal of Head Office		
Note: - The complete application form along with DD/PO should be submitted to the Office the Additional General Manager (HR&A), Common Service Cell, WBSEDCL at 8 th floor B Block of Vidyut Bhavan at Block-DJ, Sector-II, Bidhannagar, Kolkata-700091.				



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell

8th Floor 'B' Block

Vidyut Bhavan

Telephone No. 033-2334-5828

Tele Fax No. 033-2359-1924

Extension No. 03323197-213/239

Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

Annexure-III Format for Price Bid (Part-II)

Price Bid for supply of photocopier papers for WBSEDCL at Vidyut Bhavan

Validate Print Help **Item Rate BoQ**
Tender Inviting Authority: The Addl. General Manager (HR&A), Common Service Cell, WBSEDCL
Name of Work: Supply of different types of photocopier papers for WBSEDCL at Vidyut Bhavan
Contract No: CSC/DCL/Photocopier Paper/ Dated:

Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE								
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	Applicable GST Percentage	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes	TOTAL AMOUNT In Words
1	2	4	5	13	51	53	54	55
1	Supply of different types of Photocopier Papers							
1.01	Photocopier Paper, 75GSM, Size:21.5cm x 34.5cm, 500 sheets per ream	800	Ream			0.00	0.00	INR Zero Only
1.02	Photocopier Paper, 75GSM, Size:21cm x 29.7cm, 500 sheets per ream	5000	Ream			0.00	0.00	INR Zero Only
1.03	Photocopier Paper, 75GSM, Size:42cm x 29.7cm, 500 sheets per ream	5	Nos			0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words						INR Zero Only		

* L1 rate will be obtained on the basis of the aggregate value of Sl. no. 1.01, 1.02 & 1.03.

** This format is only for reference. This should not be submitted with technical document.



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor'B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

Annexure-IV

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER

(For genuineness of the information furnished and authenticity of the documents produced before Tender Committee for verification in support of eligibility)

I,, Partner /Legal Attorney /Accredited Representative of M/s.
....., solemnly declare that:

1. We are submitting Tender for the supply of different types of photocopier papers as per scope of work of this NIT for WBSEDCL at Vidyut Bhavan.
2. None of the Partners of our firm in relation directly or indirectly with an employee(s) of WBSEDCL.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/Credentials submitted along with this Tender are genuine, authentic, true and valid.
5. Quoted rates for the service under each stipulated Category are as per specification as mentioned in the NIT.
6. If any information and document submitted is found to be false/incorrect any time, department may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money/Security Deposit whichever will be available at that time and banning/delisting of our firm and all partners of the firm etc.

Signature(s) of the Authorized Signatory with seal of Local Office

Dated.....

Addl. General Manager (HR&A)
Common Services Cell



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor' B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

Annexure-V

Letter to be submitted by the Agency/Company in their letter head along with **Annexure - II**

To

The Tender Committee

Sub: Letter of Bid for supply of different types of photocopier papers for WBSEDCL at Vidyut Bhavan.

Ref: **N.I.T.No. CSC/DCL/Photocopier Paper/920 Dated. 28.09.2020**

E-Tender ID: 2020_WBSED_298569

Dear Sir,

We offer to supply of different types of photocopier papers as per your item specification in accordance with the Terms & conditions of the NIT document as available in the website. The details of the Tender Cost and Earnest Money being submitted by us has been duly furnished.

This Bid and your subsequent Letter of Acceptance / Contract Order shall constitute a binding contract between us.

We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

Signature(s) of the Authorized Signatory with seal of Local Office

Dated.....

Page 18 of 21

WBSEDCL


Addl. General Manager (HR&A)
Common Services Cell



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor' B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

Annexure-VI Vendor Mandate Form

MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENT			
(TO BE FIELD IN BLOCK LETTERS)			
1. NAME OF THE VENDOR:			
2. ERP VENDOR NO.:		To be provided by WBSEDCL later	
3. Vendor Type: Company/Partnership/Proprietorship/Self Help Group/HUF/Others (to be specified)			
4. ADDRESS:			
5. Telephone No.:		Fax No.:	
6. MOBILE PHONE No.:			
7. E-mail:			
8. PAN NO.: (MANDATORY)			
9. GST REGISTRATION NO:			
10. GST REGISTRATION TYPE:		COMPOSITE / REGULAR	
11. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)			
i) Name of the Account Holder:			
ii) BANK NAME:			
iii) BRANCH NAME:			
iv) BRANCH ADDRESS:			
iv) BRANCH TELEPHONE NO.:			
v) Account type (whether SB or Current):		SB	Current
vi) ACCOUNT NO.:			
vii) BANK'S MICR CODE:			
viii) BANK'S IFSC CODE:			
12. DECLARATION OF THE PARTY:			
I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete and incorrect information, WBSEDCL will not be held responsible.			
Date:		Signature of the Vendor	
N.B.: [Where the cheque does not carry IFS Code an attestation from Bank attesting the IFS Code should be given.]			
Date:		SIGNATURE OF BANK OFFICIAL WITH SEAL	



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbsedcl.in

Common Service Cell
8th.Floor'B'Block
Vidyut Bhavan

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 03323197-213/239
Email Id- csbwbsedcl@gmail.com

Press Tender Notification no: CSC/DCL/Photocopier Paper/920
E-Tender ID: 2020_WBSED_298569

Dated. 28.09.2020

END OF DOCUMENT