

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



E-TENDER BOOKLET

For

Supply & installation of heavy duty Paper Shredding for use at different Offices of WBSEDCL located within West Bengal

Issued vide

E-Tender Notification no: CSC/DCL/Paper Shredding Machine/Tender/913 Dated- 25.09.2020

E-Tender ID: 2020_WBSED_298219

By

The Additional General Manager (HR&A)

COMMON SERVICE CELL
WBSEDCL

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



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Viduyt 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

E-Tender Notification no: CSC/DCL/Paper Shredding Machine/Tender/913

Dated: 25.09.2020

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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 and installation of heavy duty paper shredding machine for use at the offices of WBSEDCL located at different locations throughout West Bengal in line with the **terms and conditions** mentioned hereunder.

Name of the Work:	Supply & installation of heavy-duty paper shredding machine for use at the offices of WBSEDCL located at different locations throughout West Bengal
Estimated Job Value:	₹13 lacs (approx.)
Cost of Tender Booklet:	₹1180.00 (1000.00+ GST @18%)
Amount of Earnest Money:	₹32,500/-
Retention value:	10% 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 12.30 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, EMD and Bid documents:	09.11.2020 at 15.00 hrs.
Website for downloading Enlistment 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 Technical Bid:	11.11.2020 at 11.00 hrs.



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❖ Scope of Work

The Agency/Company will supply and install **11 (eleven) nos. Heavy-duty Paper Shredding Machines** as per technical specification mentioned below for use at offices of WBSEDCL located at different places throughout West Bengal.

❖ Technical Specification of Paper Shredding Machine

The paper shredding machine should be able to destroy paper, CDs, DVDs, floppy disks, staples, paper clips, plastic cards etc. The machine should have the following **minimum** features: -

i)	Paper cutting size (mm)	3.8 x 30mm
ii)	Digital Media cutting size (mm)	8 mm
iii)	Security Level	3
iv)	Shredding capacity 70 GSM	16-18 sheets
v)	Shredding capacity 80 GSM	14-16 sheets
vi)	Noise level (db(A))	<55 db(A)
vii)	Dynamic Load Sensor	Yes
viii)	ISO Standard	ISO/IEC 21964



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❖ Delivery Locations

Sl. No.	Name of Office	Complete Address
i)	SCADA Control Centre – Kolkata	33/11 KVA Sub-Station Campus, WBSEDCL, Street No. – 41, Behind DLF-1, New Town, Kolkata – 700156
ii)	SCADA Control Centre – Asansol	BNR More, Upcar Garden, Beside Asansol Customer Care Centre-II, WBSEDCL, Asansol – 713304
iii)	SCADA Control Centre – Siliguri	Power House Complex, 2 nd Mile, Sevok Road, Opposite to Cosmos Mall, Siliguri, District – Darjeeling, Pin - 734001
iv)	Smart Grid Control Centre – Siliguri	Power House Complex, 2 nd Mile, Sevok Road, Opposite to Cosmos Mall, Siliguri, District – Darjeeling, Pin - 734001
v)	Communication Cell, WBSEDCL	Abhikshan Bhavan, Block – BN, Sector – V, Salt Lake
vi)	Central Data Centre	33/11 KVA Sub-Station Campus, WBSEDCL, Street No. – 41, Behind DLF-1, New Town, Kolkata – 700156
vii)	Disaster Recovery Data Centre – Berhampur	Garbaharampur 33/11 KV Sub-Station, Opposite to NBSTC Bus Stand, Berhampur, Murshidabad, Pin - 742103
viii)	Kolkata Zonal Office	19A, British India Street, Kolkata - 700001
ix)	Bidhannagar Regional Office	Block – AA/26, Sector – I, Salt Lake City, Kolkata - 700064
x)	Bidhannagar Divisional Office – 1	Sector – V, Salt Lake
xi)	Bidhannagar Customer Care Centre – III	Block – LA, Sector – III, Salt Lake



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❖ 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. **except 2019-20 (if final accounts are not prepared)** 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 i.e. 2016-17, 2017-18 & 2018-19 for value minimum of ₹5 (five) lacs in total.** Necessary work order, delivery challan/ invoice or completion certificate should be submitted.
- D) The Company/ Agency should have good financial health. It should have **working capital of minimum ₹10 (ten) lakh for the last 03 (three) financial years except 2019-20 (if final accounts are not prepared).**
- E) If any agency participates for any brand/manufacturer, then it should have valid authorized dealer/ sales agent certificate from the brand/manufacturer for which the agency has participated. The agency will be liable to provide after sales service at free of cost for the entire **warranty period.**
- F) The Agency/Company should submit the complete brochure along with the **Techno-Commercial Documents** for the product for which they are submitting their offer.
- G) 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.
- H) **No preference will be allowed to any agency/company based on its geographic location or size of the company/agency.**



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❖ Terms & Conditions

i) Type of Tender:

This tender is **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 in PDF format at the website of WBSEDCL i.e. www.wbsedcl.in as well as the e-tender website of Govt. of West Bengal i.e. <https://wbtenders.gov.in>. There will be no physical sale of Tender document. Participants have to download the same from the above stated 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 deposited along with the application format within two working days before opening of technical bid. 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.

iv) Earnest Money: -

An **Interest Free Refundable Earnest Money** of ₹32,500.00 (Thirty-two five hundred) 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 deposited along with the application format within two working days before opening of technical bid. Details of DD/PO should be properly mentioned in the prescribed format in Application form. Necessary receipts will be given accordingly. At the time of opening Technical Bid, if any dispute found in application of a participant and subsequently the application declared as

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disqualified, the DD/PO will be refunded to the authorized representative of the Agency/Company in hand. However, in case of successful bidder the Earnest Money will be refunded after successful delivery and installation of product.

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 two weeks 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) Retention Money: -

10% of the actual total product value excluding GST for twelve nos. shredding machines will be retained as **interest free Security Deposit** till the expiration of warranty period instead of separate deposition of Security Deposit. The same will be refunded to the agency/company against their application for refund after successful completion of the warranty period.

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 termination of contract (if any).
- In case of breach of any terms of purchase order.
- Unable to provide satisfactory after sales service during the warranty period.



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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. E-Tender 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. E-Tender Notification No., E-tender ID, name of the participating Agency/Company and the tag **"Earnest Money"** should be written prominently on the envelope.
- Brochure of the product for which tender is being submitted mentioning the complete technical specification.
- No **Price Bid** should be submitted offline.

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.

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- b. After evaluation of Techno-Commercial Bid, Price Bid of the successful parties will be opened. Lowest Price among the prices offered will be accepted.
 - 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) 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 participants prior submission of tender.

x) 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.

xi) Award of Contract: -

After evaluation of all requisite documents and finalization of lowest rate including GST, the lowest bidder will be awarded with the Contract. **L1 rate will be obtained on the basis of the value of column no 13 of row no. 1.01.**

xii) Rate: -

After finalization of rate excluding GST, the same will be firm. If any issues regarding enhancement of rate arises prior placement of purchase order the same will not be entertained. If there any changes in GST resulting impact on finalized rate including GST, 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.

xiii) Delivery: -

The Agency/Company should deliver the products to each destination at their own cost or any other incidental charges within 20 (twenty) days from the date of issue of purchase order.

xiv) Installation: -

The Agency/Company should install the machines within two working days from the date of delivery of the machine. The installation job sheet should get signed by the In-charge or authorized personnel of WBSEDCL of the respective office.

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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 delivery challan in original and original installation job sheet to the **Additional General Manager (HR&A), Common Service Cell, WBSEDCL, 8th floor 'B' Block, Viduyt 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, Viduyt Bhavan.**

xvii) Penalty: -

Penalty will be @ 0.5% per week up to maximum of 2.5% on the individual machine value in case of delivery and/or installation of any machine after the delivery and/or installation schedule.

xviii) Warranty: -

Each machine will be covered by warranty of minimum one year or the warranty policy of the manufacturer whichever will be higher.

Any tit-bit defects of the machine found within the warranty period should be serviced by the manufacturer or by its authorized service agent or by the selling agency at free of cost or any incidental charges within 07 (seven) working days from the date of lodging complain.

But if any major issue like damage of the motor of the machine etc. found within this period, then the defective machine should be replaced by a new machine within 15 (fifteen) working days at free of cost and/or any incidental charges. In case of delay in replacement penalty will be imposed as per penalty cause as stipulated above on the retention value of the defective machine.

xix) After Sales Service: -

The agency/company should provide after sales service for any malfunctioning of any machine located at the mentioned delivery points. The company should provide a specific contact procedure for lodging complain. Each user end could complain individually and the same may be entertained as per the time span as stipulated in Sl. No. xviii above.

xx) Cancellation of purchase order: -

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

If the agency/company

- Fails to provide service or provided service unsatisfactorily for more than two occasions.
- Fails to abide by the condition of the service contract.
- Found to submit false particulars at the time of tender submission or indulged in any type of forgery or falsification of records.
- Changes its constitution without proper intimation to or without approval of the enlistment authority.

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- 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. 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.

xxi) Legal Jurisdiction: -

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

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



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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://wbtenders.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 12:30 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 11:00 hrs.
Financial bid opening date	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: Viduyt Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- www.wbseedcl.in

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

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

E-Tender Notification no: CSC/DCL/Paper Shredding Machine/Tender/913

Dated: 25.09.2020

E-Tender ID: 2020_WBSED_298219

Annexure-II

Format for Techno-Commercial Bid (Part-I)

Techno-commercial Requirement for supply of heavy-duty paper shredding machine for WBSEDCL

1.	Name of firm/Agency/Company	:				
2.	Detailed Address & Telephone No.					
	a) Head Office	:	<table><tr><td>Address</td></tr><tr><td>Telephone No.</td></tr></table>	Address	Telephone No.	
Address						
Telephone No.						
	b) Registered Office at Kolkata/Howrah/Salt Lake/ North 24 Parganas/South 24 Parganas (Mark the location)	:	<table><tr><td>Address</td></tr><tr><td>Telephone No.</td></tr></table>	Address	Telephone No.	
Address						
Telephone No.						
3.	Contact Details:					
	a) Authorized person at Head Office	:	<table><tr><td>Name:</td></tr><tr><td>Telephone& Mobile no:</td></tr><tr><td>e-mail:</td></tr></table>	Name:	Telephone& Mobile no:	e-mail:
Name:						
Telephone& Mobile no:						
e-mail:						
	b) Fax number (if any) of Local Office	:				



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	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.
	e) Website URL (if any)	:	
4.	Contact Details for after sales service	:	
5.	Trade License no (Copy should be enclosed)	:	
6.	PAN No. (Copy should be enclosed)	:	
7.(a)	GST Registration No. (Copy should be enclosed)	:	
7.(b)	GST Registration Type (Regular or Composite) (Document should be submitted)	:	



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8.	Certificate of Incorporation/ Certificate of Commencement in case of Private/Public Limited Company	:	
9.	Company Identification Number (if any)	:	
10.	Professional Tax Reg. no (if applicable):	:	
11.	IT Return for F.Y. 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19	:	
12.	Average Annual Turnover for F.Y. 2016-17, 2017-18 & 2018-19	:	
13.	Nature of the Agency/Company	:	Manufacturer / Sales Agent
14.	List of Clients with successfully completed similar purchase orders (Documents should be enclosed)	:	
15.	Whether the firm is having business banned/ suspended by any government department in the past?	:	Yes/No (if yes, give details)
16.	Whether the firm is convicted by a court of law?	:	Yes/No (if yes, give details)
17.	Whether business activities of the firm have been suspended and they are subject to legal proceeding?	:	Yes/No (if yes, give details)



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18.	Whether the firm was disqualified pursuant to administrative suspension or disbursement by any Department?	:	Yes/No (if yes, give details)
19.	Whether already enlisted with another 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:		
	DD/PO Number	:	
	DD/PO Date	:	
	Amount	:	
	Issuing Bank	:	
	Branch name	:	
	Whose favour and payable at	:	



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23. Enclosures	
i) Attested copies of all requisite registration certificates	v) Prof. Tax Registration Certificate
ii) Client List	vi) Desired IT Returns
iii) Tender Fee & Earnest Money	vii) Audited Accounts for 2016-17, 2017-18 & 2018-19
iv) Certificate of Incorporation & CIN (if any)	viii) 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 from 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.	



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Annexure-III

Format for Price Bid (Part-II)

Price Bid for supply of heavy-duty paper shredding machine for WBSEDCL

[Validate](#) [Print](#) [Help](#)

Item Rate BoQ

Tender Inviting Authority: The Addl. General Manager (HR&A), Common Service Cell, WBSEDCL

Name of Work: Supply and installation of heavy duty paper shredding machine for use at different offices of WBSEDCL located throughout West Bengal

Contract No: CSC/DCL/Paper Shredding Machine/Tender/913 Dated: 25.09.2020

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 #	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 and installation of heavy duty paper shredding machine for use at different offices of WBSEDCL								
1.01	Heavy Duty Paper Shredding Machine, as per Technical Specification mentioned at Page 3 of the Tender Booklet	11	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 value of column no 13 of row no. 1.01.

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



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Dated: 25.09.2020

E-Tender ID: 2020_WBSED_298219

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 **supply of heavy-duty paper shredding machine for different offices of WBSEDCL located at different areas within West Bengal.**
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.....

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WBSEDCL

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



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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 the execution of job for **supply of heavy-duty paper shredding machine for different offices of WBSEDCL located at different areas within West Bengal.**

Ref: **N.I.T.No. CSC/DCL/Paper Shredding Machine/Tender/913 Dated: 25.09.2020**

E-Tender ID: 2020_WBSED_298219

Dear Sir,

We offer to execute the job as per your specification in accordance with the Terms & conditions of the NIT document as available in the websites. 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.....

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WBSEDCL

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



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Dated: 25.09.2020

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Annexure-VI

Vendor Mandate Form

MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENT			
(TO BE FILL 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	



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END OF DOCUMENT