



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 Xerox Papers (A4 size)

Open Tender Notice for procurement of Xerox Papers (A4 size) 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 **20.02.2024 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 if any	Total Price
1	21 X 29.7 75 GSM (A4 paper)	Copy power/J K Copier / TNPL	300	Ream			

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 20.02.2024 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)	Vendor should quote price for only one Brand i.r.o. each item positively. Quoting alternative price against one item may lead to rejection of Quotation.
4)	GST Registration No. & HSN code of the stationery articles is to be submitted along with the Offer. If the Bider 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 reated similar to the rate applicable in composition scheme.
5)	Transportation charges for supply / delivery should be free of charge at the above address within 24 days from the date of placement of order.
6)	Liquidated damage shall be imposed for delayed delivery, @ 0.5 % per weeks of delay subject to a maximim of 2.5 % of the value of non supplied articles as per order.
7)	The quantity as shown against each item may vary upto (+ / -) 25 % at the same rates and terms & condition.
8)	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.
9)	No escalation of prices will be allowed.

10)	Tenders received without seal of the Firm, Reference No. & Date, date of opening of Tender on the envelope containing quotations will be rejected.
11)	The Tender initiating authority reserves the right to reject any or all Tenders without assigning any reason whatsoever.
12)	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. EDD / Xerox Paper Tender /2024/ 01

Date- 7/2/24

Copy forwarded for information and necessary action to :

- 1) The Addl. General Manager (F&A) : Distribution : WBSEDCL with a request to send one representative from his end at the time of opening of Tender.
- 2) Notice Board
- 3) For hosting in WBSEDCL Official Web Site

(R. Chattopadhyay)

Manager (HR& A)

Distribution Head Quarter