



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Govt. of West Bengal Enterprise)

Mini- Micro Hydel Division

Administrative Building, 2nd Floor, Dowhill Road,

P.O.-Kurseong, Dist: Darjeeling, Pin- 734203.

Email id: deemmhd_wbsedcl@yahoo.in, deemmhd@gmail.com

Ph: (0354)2344456, Mobile : +91-8900794055

Memo No:DE(E)/MMHD/Stationery/24-25/

Date:- /08/2024

To

TENDER NOTICE NO.:-DE(E)/MMHD/HR/24-25/04

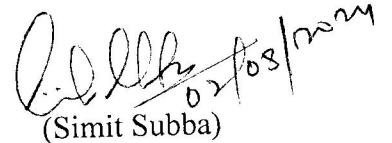
Date:- 02/08/2024

Sealed tenders are hereby invited by the Divisional Engineer (Elect.), Mini Micro Hydel Division, WBSEDCL, Kurseong, Dist: Darjeeling from the intending bidders for **“Supply and Delivery of Stationery items, Sanitization & Hygiene materials for the Office of the Divisional Engineer (Elect.), Mini Micro Hydel Division, WBSEDCL, Kurseong as per terms & conditions mentioned below:**

Terms & Conditions:

1. **Name of work** : Supply of Stationery Items.
2. **Specification and Quantity** : As per Annexure – “A”.
3. **Estimated Value** : Rs. 43,158/-(Rupees Forty Three Thousand One Hundred and Fifty Eight.) only.
4. **Completion Time** : Within 10 days from the date of issue of the work Order.
5. **Place of Delivery** : Office of the Divisional Engineer (Elect.), Mini Micro Hydel Division, WBSEDCL, Dowhill Road, Kurseong, Dist: Darjeeling, W.B., Pin- 734203.
6. **Liquidated Damage** : The L.D. will be imposed in case of any delay in delivery of material @ ½% per week or part thereof subject to maximum 10% of the order value which shall be recovered from the bill.
7. **Payment:** Payment shall be made against receipt of triplicate tax invoice and challan after successfully supplying all Stationery items to the Office of the Divisional Engineer (Elect.), Mini Micro Hydel Division, WBSEDCL, Kurseong.
8. **Date of issuance of NIT** : 02/08/2024
9. **Last Date of Issuance of Tender** : 16/08 /2024
10. **Last date of submission of Tender:** 20/08/2024 upto 2:00 PM
11. **Tender Opening Date** : 20/08/2024 (At 3:00 PM)
12. Tender documents containing schedule of work may be had from the office of the undersigned on application basis on any working days from 10:30 a.m to 3:00 p.m.
13. Rate should be quoted both in words and in figures including delivery/transportation and GST.
14. The quoted rate should be net and firm. No price escalation or revision of rates shall be considered during the period except the charges, if any in the taxes & duties.

15. Reference of Tender Notice with due date of opening should be super scribed in the envelope supported with Trade license, Valid GST registration certificate, Pan card, Professional tax registration certificate and payment challan.
16. The Bid shall remain valid for a period of 90 (Ninety) days from the date of opening of bid.
17. Issuance of bid documents will not be constructed to mean that such bidders are automatically considered qualified.
18. Tender documents will not be issued/ received by post. Physical collection and submission of tender documents is mandatory. Tender send by post will be rejected.
19. All pages of the tender document must be signed with company's seal by the tenderer.
20. Any corrections in the tender should be signed by the tenderer before submission of the tender. Canvassing in correction with tenders is strictly prohibited and the tenderer who resort to canvassing, will be liable for rejection.
21. The intending tenderers are to submit the sealed tender papers in the specified tender box at the Office of the Divisional Engineer (E), Mini Micro Hydrel Division, WBSEDCL.
22. Tenders received after due date and time shall not be entertained under any circumstances.
23. The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
24. Intending bidders maybe visit the site giving prior intimation to the office before submission of tender.
25. The tenderer will have to quote their rates in figure as well as in words strictly in the format furnished in the tender documents "Annexure A". If there is discrepancy in figure and word the amount stated in word shall prevail.
26. The tender by a partnership firm must be furnished with full names of all partners and be signed with partnership name, followed by the signature(s), designation(s) of the authorized partner(s) or other authorized representative(s).
27. The WBSEDCL does not bind itself to accept the lowest offer and reserves the right to reject any or all tenders without assigning any reason whatsoever.
28. Any other details may be collected from the Asst Manager (HR&A), Mini Micro Hydrel Division, WBSEDCL, Kurseong Mob No. 8900795101.


(Simit Subba)

Superintending Engineer(Elect.)
Mini Micro Hydrel Division
WBSEDCL, Kurseong

ANNEXURE - "A"

PRICE SCHEDULE

SL No.	Description of Items	Qty	Unit	Unit Rate (Rs.)	GST %	GST Amount (Rs.)	Amount (Rs.)
1	Ball Pen (Blue)	100	Pcs				
2	Ball Pen (Black)	50	Nos.				
3	Stapler No. 10	5	Pcs				
4	Stapler HD 45	5	Pcs				
5	A4 Paper	70	Rim				
6	Highlight Pen	10	Pcs				
7	Stapler Pin No. 10	24	Boxes				
8	Bathroom Freshener	60	Pcs.				
9	Phenyl Floor Cleaner 1 LTR	36	Ltr.				
10	Toilet Cleaner (500 ML)	6	Ltr.				
11	Hand Wash Liquid Refill (500 ml pouch)	6	Ltr.				
12	Water Bottle 1 Ltr.	30	Pcs.				
13	Floor Wiper	3	Nos.				
14	Cloth Duster Big	10	Dozen				
15	Scissors Big	6	Pcs				
16	Pencil Sharpener	10	Pcs				
17	Punching Machine	5	Pcs				
18	Steel Ruler	10	Pcs				
19	Pendrive OTG 32 GB	7	Pcs				
Total							

(Amount in words Rupees

.....)


 Proprietary Engineer (Elect)
 Mini Micro Hydel Division
 WBSEDCL, Kurseong

Signature of the Tenderer with Seal