

**WBSEDCL**

West Bengal State Electricity Distribution Company Ltd.

(A Government of West Bengal Enterprise)

Jaldhaka Hydel Project Office

Village: Paren, P.O. & P.S. – Jaldhaka Hydel Project, Kalimpong -734503
Telephone: 03552-296190, E-Mail: pmjhp.wbsedcl@rediffmail.com

Notice Inviting Tender (NIT) no: PM/JHP/HR/TENDER/21-22/10 Date: 14/03/2022

Scaled Item Rate tender is hereby invited by the Project Manager, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503 from intending bidders for supply of under mentioned stationery items at Jaldhaka Hydel Project Office, Paren, Kalimpong-734503 as per terms & conditions as mentioned below:

Sl. no.	Item Details	Quantity needed
1	Blue ink pen	480 Nos
2	Black ink pen	240 Pcs
3	Red ink pen	40 Pcs
4	White board marker	20 Pcs
5	Permanent marker	50 Pcs
6	Pencil (HB)	30 Pcs
7	Highlighter	50 Pcs
8	Whitener	60 Pcs
9	Gems clip (Plastic mixed colour)	25 Pkts
10	Dok clip medium(41mm)	180 Pcs
11	Stapler pin (big)	24 Nos
12	Glue stick	40 Nos
13	Glue jar 700ml (500ml)	6 Jar
14	Cellotape Brown(big)	12 Nos
15	Cellotape Transparent (Big)	12 Nos
16	Cellotape Transparent (Small)	12 Nos
17	Eraser	12 Nos
18	Sharpener	12 Nos
19	Scissor	24 Pcs
20	Book Marker (Jag) multicolour sticky notes	6 Bunch
21	Thread (Jag) /Binding Jag	6 Nos
22	Big Scissor	10 Nos
23	Punching Machine (Bigger)	10 Nos
24	Ink Pad Blue (Big Steel Cover)	300 Nos
25	MB (Measurement Book)	150 Nos
26	Box File	12 Nos
27	Scale long (30cm) steel	12 Nos
28	Scale long (30 cm) Plastic	12 Nos
29	Brown Envelop (Big)	200 Nos
30	Brown Envelop (Small)	200 Nos
31	Measurement Tape (30 M)	6 Nos
32	Measurement Tape (5 M)	6 Nos
33	Duplicate Book	25 Nos
34	CD/DVD Writer	4 Nos
35	A4 paper 70 GSM	100 Reams

Terms & Conditions:

- Eligibility criteria: The intending bidders must submit the self-attested copies of the following documents with the application for issue of tender documents

Registered Office : "Vidyut Bhavan", Bidhan Nagar, Block – DJ, Sector – II, Kolkata – 700 091
Telephones : 033 2359 1930 to 1940, Fax : 033 2359 1954

CIN: U40109WB2007SGC113473, Web: www.wbsedcl.in



- a. GST Registration Certificate (as applicable)
- b. PAN Card
- c. Valid Trade License

2. Key dates:

SL No	Description	Date and Time
1	Last date for submission of bid	On 12/04/2022 Up to 14:00 Hrs.
2	Date of Technical bid opening	On 12/04/2022 At 16:00 Hrs.
3	Date of financial bid opening	To be intimated later

3. The bidder has to submit the bid in a single envelope containing 2(two) separate envelopes. Envelope 1(one) containing technical criteria and signed NIT. Envelope no. 2(two) containing filled with quote rate duly signed and stamped by the agency. Tender is to be submitted on firm's original letter head in sealed cover addressed to the Project Manager, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503 and shall be super scribed with the Tender notice no. name of the work/materials, name and address of the firm submitting the tender including deadline of submission of bids. Rate quote shall be submitted in separate envelop.
3. If the envelope is not sealed or marked as indicated above, the WBSEDCL would not be responsible for the misplacement or premature opening of the tender.
4. The tenderer will have to quote rate items wise (in figure as well as in words) strictly in their own firm's letter-head. If there is discrepancy in figure and word the amount state in word shall prevail the quotation/bidding page must contain the reference of the NIT and description of NIT.
5. The tender shall be signed by the authorised signatory of the firm with seal of the firm. All correction in the tender should be initiated by tenderer before submission of the tender.
6. The tender shall be typed or written in indelible ink and shall be signed by a person/person's duly authorised by the tenderer. The proof of authorization shall be furnished in the form of a written power-of-attorney/ or resolution of the Board of Directors of the company which shall accompany the bid.
7. Before the deadline for submission of tenders, WBSEDCL may modify the terms of NIT by issuing corrigendum. Any corrigendum thus issue shall be part of NIT and shall be communicated through possible means of communication.
8. Formation of any Cartel may lead to the cancellation of tender with penal measures as necessary and WBSEDCL reserves the right to take such unilateral decisions without further notice to anyone.
9. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing will be liable for rejection.
10. The WBSEDCL may at its discretion ask any bidder to produce the detailed price analysis for the quoted rate.
11. The WBSEDCL reserves the right to cancel the NIT due to unavoidable circumstances and no-claim in this respect will be entertained.
12. Conditional tender will not be accepted.
13. Communication Address: Project Office, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503, e-mail ID: hra.jhp@gmail.com
14. If the office happens to be closed on the last date of receipt of application issued of bid documents and/or on the date of receipt/opening of tender, the next working day (except Saturday) at the same time & venue shall be applicable for the said purpose.
15. The WBSEDCL does not bind itself to accept the lowest bidder and reserves the right to accept or reject any or all tender(s) or to split the supply of material to more than one agency without assigning any reason whatsoever.

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16. WBSEDCL's right to terminate the order/Contract: If the agency shall fail to supply the material within the time prescribed herein or extended time for supply, then notice will be issued to the agency seeking reasons for failure to supply the materials within prescribed time. If the agency fails to respond or furnishes satisfactory reasons against the said notice, the order placed on the agency will be terminated and the agency may be subjected to holiday listing as per company's policy.
17. GST will be paid extra as per rule prevailing during the execution of the work.
18. Place of Delivery: the material is to be delivered at Store, Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503.
19. Consignee: The Asstt. Manager (HR&A), Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503.
20. Paying Authority: The Asstt. Manager (F&A), Jaldhaka Hydel Project, WBSEDCL, Paren, Kalimpong-734503.
21. Payment: 90% payment shall be made against Tax Invoice submitted by the agency in triplicate along with challan duly signed by official receiving the materials in support of delivery of materials after successful completion of supply of materials. Remaining amount of (10% of order value) would be recovered from the bill and would be released after successful completion of defect liability period.
22. Liquidated Damage: The L.D will be imposed delay in delivery of materials @ $\frac{1}{2}$ % per week or part thereof subjected to maximum of 5% of the order value which shall be recovered from your bill.
23. Tax & Duties: Statutory deduction will be applicable as per the relevant law in force.
24. Delivery Period: Materials have to be supplied at site within 30 Days from the date of placement of order.
25. Defect liability: The materials should have defect liability period of 3 (Three) months. In case of supply/delivery of damaged or defective materials the agency will be responsible for changing/replacement of same at his/her own cost.
26. Force Majeure: Force Majeure by any reason of war Act of God, Govt or Parliamentary restrictions, riots civil commotion, delay in release of foreign exchange, fire, flood, accident, hurricanes, epidemics, inability to obtain dock, strike or other labour trouble, whatsoever beyond your control will have to be justified accordingly by production of authenticated documents.

[Handwritten signature]
24/03/22

(Dewesh Kumar)
Addl. C.E. & Project Manager
Jaldhaka Hydel Project
W.B.S.E.D.C.L