

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



TENDER BOOKLET

For

Supply of different pre-printed & offset printing items for use of Offices of WBSEDCL

Issued against

Press Tender Notification no: WBSEDCL/CSC/Printing/Tender/69 Dated- 23.11.2023
E-Tender ID: 2023_WBSED_607488 (Pre-Printed) & 2023_WBSED_607490 (Offset)

By

The Additional General Manager (HR&A)
COMMON SERVICE CELL
WBSEDCL

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

**WBSEDCL**

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

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

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- csccl@wbsecl.in

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Common Service Cell, WBSEDCL

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Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091
CIN- U40109WB2007SGC113473 Website- www.wbsecl.in



WBSEDCL
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West Bengal State Electricity Distribution Company Limited hereinafter referred to as WBSEDCL, a Govt. of West Bengal Enterprise is responsible to distribute uninterrupted and quality Power within the State of West Bengal within the jurisdiction WBSEDCL with a consumer base of approx 2.50 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-tender from the bonafide, experienced & resourceful printers / manufacturer having printing press in West Bengal including Companies, having Corporate office within West Bengal / firms and/ or Sole Proprietorship, having principal place of business in West Bengal with sound financial capability and also having their own printing machineries for executing the job for **Printing and Supply of pre-printed and/or offset printing items of WBSEDCL** in line with the terms and conditions mentioned hereunder.

Name of the Work :	Printing and Supply of pre-printed and/or offset printing items of WBSEDCL.
Estimated Cost :	For pre-printed item ₹95,00,000/- [including GST] (approx.) & for offset printing item ₹11,23,000/- [including GST] (approx.)
Amount of Bid Guarantee to be deposited (Earnest Money) :	₹2,37,500/- (for pre-printed item) & ₹28,075/- (for offset printing item) to be paid in Online Mode through Net Banking/NEFT/RTGS or in Offline Mode through Bank Guarantee only
Amount of Security Money to be deposited:	10% of actual order value excluding GST
Publishing date and time :	29.11.2023 at 11:00 hrs.
Document Download Start Date and Time :	29.11.2023 at 11:00 hrs.
Seek Clarification Start Date:	29.11.2023 at 12:00 hrs.
Inspection of documents:	04.12.2023 between 12.00 hrs. & 14.00 hrs.
Seek Clarification End Date:	05.12.2023 at 11.00 hrs. (online) & 16.00 hrs. (offline)
Pre-Bid meeting	06.12.2023 at 12:00 hrs. at Conference Room of Corp. Common Service Cell, 8 th Floor 'B' Block, Vidyut Bhavan
Bid Submission Start date and Time :	12.12.2023 at 11:00 hrs.
Bid Submission End date and time	19.12.2023 at 14:00 hrs.
End date and time for physical submission of Bid Guarantee in the form of BG	19.12.2023 at 15:00 hrs.
Date of opening of Techno- Commercial Bid and Time and place :	21.12.2023 at 12:00 hrs.
Date and opening of Financial Bid :	Will be intimated later on to the Technically -Commercially Qualified bidders
Website for downloading Bid documents, corrigendum and addendum :	www.wbasedcl.in and https://wbtenders.gov.in
Validity of Bid :	180 (One hundred eighty) days from the date of opening of Techno Commercial Bid.


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Salient Points of the NIT

- ❖ Nature of Job: Printing & Supply of Printing and Supply of Offset Printing items of WBSEDCL
- ❖ Bidders should fulfill the Eligibility Criteria as per ITB.2.1
- ❖ Payment of EMD to be made as per ITB.2.6 & ITB.14. Exemption of EMD is not allowed.
- ❖ Key Dates/ Critical Dates should be followed as per ITB.5
- ❖ Submission of Bids must be made as per ITB.16 with proper fill up of Annexures
- ❖ Rate to be quoted in accordance with ITB.17, Annexure- VII
- ❖ Evaluation of Bids will be made as per ITB.23
- ❖ It is mandatory to comply with the Technical Specifications as mentioned at Section-II: Technical Specification.
- ❖ Detailed Scope of Work has been furnished at Section-III: Scope of Work (SW)
- ❖ General Terms & Conditions of the Contract have been mentioned under Section-IV: General Conditions of Contracts (GCC)


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SECTION - I : INSTRUCTION TO THE BIDDER (ITB)

ITB.1 The Company shall mean the West Bengal State Electricity Distribution Company Limited, a Government Company incorporated under Companies Act 1956, having its Registered Office at Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700091.

ITB.2 **Eligibility of Bidders:**

Following are the credentials for eligibility of Bidders.

ITB.2.1 **Profile of the Agency**

- i) Trade License
- ii) PAN Card
- iii) GST Registration Certificate with clear mentioning of **Type of Registration** along with current GST payment Certificate/ Documents related to Live GST and acknowledgement of GST Return for last 2(two) years
- iv) Certificate of Incorporation/ Certificate of Commencement in case of Private/Public Limited Company registered under Companies Act and Deed of Partnership in case of Partnership firm
- v) Professional tax registration certificate and current enrollment challan (if applicable)
- vi) Documents related to Printing Press and Corporate office within West Bengal / firms and/ or Sole Proprietorship, having principal place of business in West Bengal in the form of above documents

ITB 2.2 **Financial and Workability status of the Agency**

- vii) Copy of LT Return for the last three **Financial years 2020-21, 2021-22 & 2022-23.**
- viii) Average Annual Turnover of more than ₹28.5 lacs for only pre-printed item, ₹3.37 lacs for only offset item and ₹32 lacs for both pre-printed and offset items for last 3 **Financial Year i.e. 2020-21, 2021-22 & 2022-23** from printing business. Audit Report for Companies Registered under Companies Act and for any other organization, other than companies, Annual Accounts along with Profit & loss A/c to be submitted duly certified by any Chartered Accountant.
- ix) The Agencies should have not been Blacklisted/ Holiday listed from any Govt. organization across India in last three calendar years. An affidavit on Non-Judicial Stamp Paper in this regard shall be provided by the authorized signatory of the Agency. During contract period if the undertaking submitted by the vendor is found to be false, the order issued on vendor shall be terminated with the forfeiture of the EMD/


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Security Deposit.

ITB 2.3 Quality Measures for OEM

- x) **Proof of Manufacturing Unit/ Printing Press at West Bengal:** Factory License/ Trade license / any other relevant document showing the details of manufacturing unit/Certificate of compliance of statutory obligations and authorization certificates of principals.
- xi) **Machinery Details:** List of printing machineries attached to the printer on Non-Judicial Stamp Paper shall be provided by the authorized signatory of the bidder.
- xii) **Safety measure (Insurance Coverage/ Fire License)**

ITB 2.4 Credential of the Agency

- i) **Documents in support of credential:** The bidder should have been in the business of manufacturing, printing & supply of Pre-printed Computer Stationery Items and/or offset printing items for at least **five years** during the following **financial year i.e. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23** and should have executed work order / orders & completion of the same of Govt. or any Govt. Undertaking Organization during the period from 01.04.2018 to last date of online submission of the tender should be completed works, total costing **not less than ₹38 lakh for pre-printed items and ₹5 lakh for offset printing items.**

Copy of the Order and Job Completion Certificate for each category has to be attached.

ITB 2.5 Other requirements related to this Tendering Process

The Tenderer has to furnish the following: -

- ii) Specification (as per NIT) and Brand name of the paper in the shape of declaration in Non-judicial Stamp Paper as per Annexure-IX showing detail description as printed in the specification of OEM.
- iii) Filled up Annexure-I, II, III, IV, VIII, IX & X and Acknowledgement of the Terms and conditions of the NIT by signing on every page of the NIT and Corrigendum/ Modifications (if issued).
- iv) Filled up Vendor Mandate Form of WBSEDCL as enclosed herewith
(Originals may have to be produced for verification, if required)

ITB.2.6. Bid Guarantee/ Earnest Money Deposit (EMD) of ₹2,37,500/- (Rupees Two lacs thirty-seven thousand five hundred) only for pre-printed items and ₹28,075/- (Rupees Twenty-eight thousand seventy-five) only for offset printing items should be deposited

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through online mode i.e. Net-banking/RTGS/NEFT through e-tendering website or through Bank Guarantee in offline mode (Annexure-XI). Earnest Money deposited in any other form will not be accepted. **Details of online transaction should be mentioned properly in the prescribed format in Application form. If any bidder(s) intends to participate for both categories i.e. "Pre-print" and "Offset", he/they has to deposit respective Earnest Money for both the categories separately as stipulated at pre-page.** At the time of opening Technical Bid, if any discrepancy found in application of a participant and subsequently the application is declared as rejected/disqualified, the EMD will be refunded to the participant by online mode through e-tendering website automatically by an automated process through NIC portal on receipt of updated status of any bid (in case of EMD submitted online) or by WBSEDCL in due course (in case of submitted in form of Bank Guarantee).

**** If the offer is submitted without or with inadequate Earnest Money or with improper representation, the bid will not be opened. In case of incomplete offer, the tender will be liable for rejection and Earnest Money Deposit may be forfeited.**

ITB.3

Responsibility of Bidders:

ITB.3.1. It shall be the sole responsibility of Bidders to determine and satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the work.

ITB.3.2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by, which are based on the lack of such clear information of its effect.

ITB.3.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding Documents including required data for quotation in specific BOQ. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid and forfeiture of EMD.

ITB.3.4 Formation of Cartel & other penal measure: - Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes will automatically disqualify the parties. Penal measures as deemed fit would be imposed on such tenderer. At any stage during scrutiny, if it is found that the


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credential or any other papers which the Bidder uploaded during Bidding process, is incorrect or manufactured or fabricated, that bid will be considered a nonresponsive and outrightly rejected with forfeiture of Earnest Money and action will be taken as per stipulation of IT Rules in force.

ITB.3.5 The bid shall include all the information as per bid document and rate to be quoted in the specific columns of BOQ as per instruction in the NIT.

ITB.3.6 The bidder shall have to bear all the costs associated with the preparation and submission of bid and the WBSEDCL shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

ITB.3.7 **Correctness and sufficiency of rates quoted in the tender:** - The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for work and the rates and prices stated in the schedule of the items. The rates and prices quoted shall cover all obligation of the bidder under the contract and all materials etc. necessary for the proper completion of the work. Rates should be quoted as per instruction in the NIT. Total Amount with Taxes as mentioned in the BOQ should comprise of all charges inclusive of GST (if applicable).

ITB.4 General Guideline for e-Tendering:

Instruction/Guidelines for electronic submission of the tender have been mentioned below for assisting the bidders to participate in e-Tendering.

ITB.4.1 Intending Bidders desirous in participating in the tender are to log on to the website <http://wbtenders.gov.in> for the tender and can be searched by typing in the search box of the website & will have to be enrolled & registered with the e-Procurement system.

ITB.4.2 Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. n Code Solution, Safescrypt, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

ITB.4.3 Tenders are to be submitted online and intending bidders are to download the

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tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".

ITB.5

Key Dates:

Schedule of Dates for e-Tendering:

	Activity	Date & Time
1	Publishing Date	29.11.2023 at 11:00 hrs.
2	Document Download start date	29.11.2023 at 11:00 hrs.
3	Seek Clarification start date	29.11.2023 at 12:00 hrs.
4	Inspection of Documents to be printed	04.12.2023 (12:00hrs. to 14:00hrs.) at Common Service Cell Store
5	Seek Clarification end date	05.12.2023 at 16:00 hrs.
6	Date of Pre-bid Discussion in Presence of bidder's representative	06.12.2023 at 12:00 hrs. at Conference Room of Corp. Common Service Cell at 8 th Floor 'B' Block, Vidyut Bhavan
7	Bid submission start date	12.12.2023 at 11:00 hrs.
8	Bid submission end date	19.12.2023 at 14:00 hrs.
9	Last date of physical submission of and Bid Guarantee in the form of Bank Guarantee	19.12.2023 at 15:00 hrs.
10	Technical Bid opening date	21.12.2023 at 12:00 hrs.
11	Financial Bid opening date	The date & time will be intimated after evaluation of Technical Proposal

N.B: If any "Strike" or "Holiday" or "LOCKDOWN", falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be considered as scheduled date and schedule time.

ITB.6 Inspection of Documents/ Materials:

If required, actual information related to the job may be gathered by the bidder from Common Service Cell and also should obtain all necessary information that may be necessary for preparing the bid.


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If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent to the Additional General Manager (HR&A), Common Service Cell in written/ online as per schedule indicated in the "Key Dates Clause". Such query received from vendors prior to pre-bid discussion shall only be discussed in the pre-bid discussion. If any changes are decided in pre-bid meeting the same will be uploaded in the websites www.wbasedcl.in and <http://wbftenders.gov.in> and no other communication shall be made afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.

ITB.8 Pre-Bid Discussion:

ITB.8.1 Pre-bid discussion will be held as per schedule indicated in "Key Dates Clause" above to clarify the queries, if any, from the vendors in respect of tender. Vendors may participate (maximum two persons from each vendor) in the said meeting for any such clarification. In case of any doubts/clarification on Technical specifications, terms & conditions of the tender the bidder can consult in pre-bid discussion before submitting the bid. Tit-bit change in specification, terms and conditions may be carried out in Pre-bid discussion. (Participants should produce proper authorization letter in the letter head of the organization.)

ITB.8.2 Non-attendance at the pre- bid discussion will not be a ground for disqualification of the bidder.

ITB.9 Amendment / Addenda of Bidding Documents:

At any time, prior to the deadline of submission of Bid, WBSEDCL may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments/ Corrigendum and the same will be uploaded in the website (<http://wbftenders.gov.in>) and www.wbasedcl.in only in due time i.e. not later than 5 (five) days prior to the deadline for submission of bids. Such addenda/corrigenda 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 addenda/corrigenda into account while preparing their bids, WBSEDCL may, at its discretion, extend the deadline for bid submission. WBSEDCL shall not have any obligation to inform the vendor through any other mode of communication.


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ITB.10 No Deviation Tender: -

This is a no-deviation tender and no deviation proposal from the bidders shall be allowed. Bids shall be submitted strictly on the basis of the specification and terms & conditions of the instant bid document. Conditional/incomplete tenders shall be summarily rejected.

ITB.11 Language of the Bid:


The bid so prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder shall be written in British English Language only.

ITB.12 Period of validity of Bid:

The bid shall remain valid for acceptance up to 180 (One hundred eighty) days from the date of opening of Techno-Commercial bid of the tender. Venders may be requested to extend Validity of their bid beyond 180 (One hundred eighty) days if required so, without any change in their offer. A bidder may refuse such request without forfeiting his bid security. Bidders agreeing to such request will neither be required nor be permitted to modify their respective bids, but will be required to extend the validity of their bid securities correspondingly. The provisions of the relevant clause regarding discharge and forfeiture of bid security shall continue to apply during the extended period of bid validity.

ITB.13 Acceptance of tender:

- Bidders shall ensure that all the pre-requisites as mentioned in the Tender notice are duly fulfilled by them and if there be any dispute regarding non-submission of any document/ Lapsed documents, WBSEDCL reserves the right to cancel that bid unilaterally without assigning any reason. Bidders may be intimated accordingly.
- Technical Bid of a bidder will only be considered for evaluation if the requisite fee is found acceptable by WBSEDCL. Earnest Money Deposit, which are determined to be not substantially responsive to the requirement of the bidding document, may lead to rejection. Decision of WBSEDCL will be final and absolute/binding in this respect
- Price Bid of a bidder will only be considered for evaluation if his Techno-commercial Bid is found acceptable by WBSEDCL. Bids, which are determined to be not substantially responsive to the requirement of the bidding document, may lead to rejection. Decision of WBSEDCL will be final and absolute/binding in this respect.
- Price Bid of a bidder will only be considered if rate is quoted as per instruction of the


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NIT in the specific columns of BOQ, Non-quotation of rates as per instruction, may lead to rejection of bid. Decision of WBSEDCL will be final and absolute/binding in this respect.

- Conditional / incomplete tender will not be accepted under any circumstances
- The bidder may be required to arrange a demonstration/presentation of the products offered. Submission of Bidding Documents will not be construed to mean that such bidder is automatically considered qualified
- Tender submitted after expiry of scheduled date and time shall not be considered
- The Bidding Documents are not transferable and cost of the same is not refundable under any circumstances.
- Any extraneous conditions will be treated as non-responsive.
- The Bids must be submitted in prescribed proforma only.
- The bidder should examine carefully all instructions, schedules, terms & conditions, annexure, specifications and drawings of the bidding document before submission of Bid.
- Any attempt by a bidder to influence the tendering authority or other officials in the examination, evaluation, comparison, and post qualification of the bids or Contract award decisions may result in the rejection of his bid

ITB.14 Bid Guarantee/ Earnest Money Deposit:

ITB.14.1 All bids must be accompanied with "Bid Guarantee/ Earnest Money Deposit". The bid shall be considered non-responsive if the Bid Guarantee is not submitted along with the bid.

ITB.14.2 BID GUARANTEE/EMD should be deposited in online mode through Net-banking/RTGS/NEFT through e-tendering website only or in offline mode through Bank Guarantee only (Annexure-XI). Earnest Money deposited in any other form will not be accepted. Details of online transaction/ Bank Guarantee should be mentioned properly in the prescribed format in Application form.

ITB.14.3 Please note that non-submission of Earnest Money or inadequate submission of

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WBSEDCL

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

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

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- cscl@wbasedcl.in

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Earnest Money or Earnest Money deposited through other than prescribed mode results in non-opening of Technical Bid and subsequently disqualification from tendering process.

At the time of opening of Technical Bid, if any discrepancy found in application of a participant and subsequently the application declared as disqualified, the EMD will be refunded to the participant through online mode using e-tendering website through an automated process by NIC portal on receipt of updated status of any bid for EMD submitted in online mode or through prayer in offline mode for EMD submitted through Bank Guarantee.

ITB.14.4 Procedures for Payment of EMD:

- a. A bidder desirous of taking part in a tender invited by offices of WBSEDCL, shall login to the e-Procurement portal of Government of west Bengal <https://wbenders.gov.in> using his login Id and password.
- b. The bidder shall select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode
 - i. **Net-banking** through Payment Gateway.
 - ii. **RTGS/NEFT Payment:** On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will come back to the e-procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed.
 - iii. **Submission of EMD through BG:** For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload scanned copy of BG in the EMD exemption document upload section. Physical copy of BG shall be submitted at the office of the AGM(HR&A), Common Service Cell, WBSEDCL at 8th floor "B" block of Vidyut Bhavan, Kol-91.
- c. EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. Partial payment through online mode and remaining submission through BG is not allowed.


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d. General Instruction for Online Payment:

- The bidder will have to mandatorily pay through Net-banking facility once Net banking mode is opted for payment.
- Status of NEFT/RTGS payment through Challan for a bid may take time for bank settlement which is updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicity.
- In case actual EMD amount as per NIT is more than the one shown in E-tender Portal, bidders will have to opt for NEFT/RTGS mode (challan mode). In that case the total actual EMD amount is to be paid only through NEFT/RTGS mode (challan mode).
- The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

ITB.14.5 Refund/ Settlement of EMD Amount:

- For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid.
- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
- For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/ 13 since payment gateway facility used by E-tender portal is maintained by ICICI.

ITB.14.6 Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Corner, if not created earlier. The 'Bid Guarantee', of the successful Bidder/ Bidders, will be returned after acceptance of Performance Guarantee submitted by the successful bidder as per **Performance Guarantee Clause** of bid document.

ITB.14.7 Exemption of EMD is not allowed. No interest shall be payable on above Bid


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Guarantee.

ITB.14.8 EMD/ Bid Guarantee shall be forfeited, if

- a) The Bidder modifies/withdraws the Bid after Bid opening and during the period of Bid Validity or any extension thereon and/or,
- b) The bidder has been found practicing corrupt or fraudulent or collusive or coercive practices during bidding process and/or,
- c) The bidder has been found guilty of formation of Cartel.
- d) The successful bidder fails to sign the Contract Agreement within the stipulated period and/or,
- e) The successful bidder fails within the specified time limit to submit the Contract performance/Performance security.
- f) The successful bidder fails to submit unconditional acceptance of LOA within the specified time limit.

ITB.15. Mandatory Condition:

The bidder shall provide satisfactory and acceptable documentary evidence to establish that he/she/it has the requisite credential, capability and experience to handle the contract and meet requirements of all the Mandatory Conditions indicated in the NIT.

ITB.16. Submission of Bid: Bids shall be submitted as under

ITB.16.1 Tenders are to be submitted online through the website <https://wbstenders.gov.in>
All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for, in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in **three folders -**

i) Fee- Details of EMD to be submitted

ii) Technical Proposal- The tenderer shall carefully go through the documents and prepare the required documents and upload the same in scanned form in

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Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- cscell@wbasedcl.in**Press Tender Notification no: WBSEDCL/CSC/Printing/Tender/69 Dated- 23.11.2023**
E-Tender ID: 2023_WBSED 607488 (Pre-Printed) & 2023_WBSED 607490 (Offset)Portable Document Format (PDF) to the portal in the designated locations of
Technical Bid**iii) Financial Proposal-** Rate to be quoted in the specific BOQ and as per instruction mentioned in the NIT. - The tenderer shall carefully go through the instruction mentioned in the NIT before quoting rates.**ITB.16.2** The bidder needs to download the Forms / Annexures, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid.**ITB.16.3** The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.**ITB.16.4 Fee:****Earnest Money to be deposited: As per ITB 2.6 & 14****Security Money to be deposited: 10% of the actual order value excluding GST****ITB.16.5 Technical Proposal:**

The Technical Proposal shall contain scanned copies and/or declarations in the following standardized formats in following covers (folders).

- i) Profile of the Agency: As per ITB.2.1**
- ii) Financial and Workability status of the Agency: As per ITB.2.2**
- iii) Quality Measures for Manufacturing Unit: As per ITB 2.3**
- iv) Credential of the Agency: As per ITB 2.4**
- v) Other requirements & Annexure: As per ITB 2.5**

ITB.16.6 Financial Proposal:

The financial proposal should contain the following documents in one

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cover (folder) named as Financial Proposal Folder. The BOQ format and procedure of quoting is attached as pro-forma at **Annexure-VII** for reference.

The tenderer shall carefully go through the instruction mentioned in the NIT before quoting rates.

ITB.16.7 Bill of Quantities (BOQ):

The bidder is to quote the Price online through computer in the space marked for quoting Price in the BOQ.

ITB.16.8 Manual bids shall not be accepted.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in such event.

ITB.16.9 Multiple Bids:

Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance bidders having relations with each other like father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) will be allowed to participate in tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

ITB.17 Price:

ITB.17.1

As the **Item wise** LI bidder(s) will be evaluated as per total rate per each item/ per 1000 as per NIT & BOQ, inclusive of GST. Thus, it is mandatory to quote for Basic Rate and GST (if applicable) separately. Non-quotation of any rates as per instruction would make the bid non-responsive.

ITB.17.2 Basic Rate: The Basic Rate should be quoted as cost of item per unit/ per 1000 as mentioned in NIT and BOQ, including all the levies / duties / cess / freight & all other incidental charges as per statute, only excluding GST (if applicable) in the **Basic Rate** column of BOQ (excel cell column reference no. M).

ITB.17.3 Applicable GST: Only Applicable GST, if any, should be mentioned (in percentage form) separately in the **GST** column of BOQ (excel cell column reference no. N). Process for quoting of GST based on **Type of Registration of GST** of the vendors


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should be as follows-

- a) **Regular:** It is mandatory to quote GST in percentage form in the GST column of BOQ for all the items. Overall rate will be calculated on the basis of Basic rate plus applicable GST.
- b) **Composite:** It is mandatory not to quote GST in percentage form in the GST column of BOQ. Overall rate will be calculated on basis of Basic rate only.


ITB.17.4 If these details are not indicated properly, the price bid may not be considered and subsequently the bid may be rejected.

ITB.17.5 Item wise Lowest rates will be evaluated on the basis of total evaluated rate considering the total basic price plus GST, if applicable as per ITB.17.3. No deviation of rate, if any, may be considered except in the event of any new taxes / levies making into force due to Govt. legislation / notification or by any Statutory body, the same will become applicable to the concerned party from the effective date, subject to approval of the competent authority of WBSEDCL. No advance payment will be made under any circumstances.

ITB.17.6 The quoted price should be firm. There will be no price variation during the pendency of the contract period or thereafter. Bidders are in no way allowed to get any escalation of price against the contract. Price indicated in the schedule of prices deemed to include all the levies / duties / cess & all other incidentals payable as per statute.

ITB.17.7 The bidder's quoted rate shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in executing, completing and handing over the work to WBSEDCL by the contractor. **The bidders should quote the rates as per instruction provided at ITB.17.1, 17.2 & 17.3 and should check the TOTAL AMOUNT with Taxes and Quoted Rate in Words as stands in BOQ should be inclusive of all charges (including GST).**

ITB.17.8 No exemption or reduction of custom duties, excise duties, sales tax, tax on works contract, cess or any port dues, transport charges, stamp duties or Central or State Government or local Body or Municipal Taxes or duties, taxes or charges (from or of any other body) (except sanction fees levied by Municipal authority/WBF&ES/ Power Utility for issue of sanction in the name of


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WBSEDCL, which are to be borne by WBSEDCL) will be granted or obtained. All such expenses shall be deemed to be included in and covered in the contractor's quoted rate. The bidder shall also obtain and pay for all permits or other privileges necessary to complete the work.

ITB.17.9 ABNORMAL RATES: The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates are convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.

ITB.17.10 SUBMISSION OF DISCOUNT LETTER: Any separately submitted discount letter on the financial price shall not be considered by WBSEDCL and if submitted same shall be a ground for disqualification. Evaluation of financial bid shall be considered only on the quoted price in the financial bid submitted by the bidders.

ITB.18 Taxes, Duties and other levies:


ITB.18.1 The bidder shall be solely responsible for the taxes that may be levied on the vendor's persons or on earning of any of his employees and shall hold the WBSEDCL indemnified and harmless against any claims that may be made against the WBSEDCL. The Company shall not take any responsibility whatsoever regarding taxes under Income Tax Act, for the contractor or his personnel.

ITB.18.2 Quoted rate shall be inclusive of all the taxes & duties which shall be payable by over & above the contracted rate on submission of documentary evidence, as per applicable rules & procedure. Only GST (if applicable) is to be paid as extra over the basic price as per quoted rate in BOQ.

ITB.19 Submission of original copies of documents of Bid Security/EMD:

ITB.19.1 Earnest Money deposited in the form of Bank Guarantee should only be submitted in offline mode in a sealed cover superscripted "Tender for printing, supply & delivery of Offset Printing Articles of WBSEDCL" and NIT no.

Above envelop shall have to be submitted at Common Service Cell, WBSEDCL and


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same also be documented through e-filling on or before scheduled date in the NIT.

If it is found that the presentation of Bid is not as per above guideline, same will liable to be rejected.

ITB.19.2 Place of submission: Aforesaid original copies of BG if opted towards deposition of Bid security along with other documents (if required) shall be submitted in the following office:

Office of the Additional General Manager (HR&A)
Common Service Cell,
West Bengal State Electricity Distribution Company Limited,
8th Floor, B-Block of Vidyut Bhavan,
Block-DJ, Sector-II, Bidhannagar, Kolkata - 700091.

ITB.19.4 Time of submission:

The original copies of Bank Guarantee, if opted for payment towards EMD, along with other documents, if required, shall be submitted in a sealed envelope in the office as stated above within the scheduled date and time as specified in the NIT. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

ITB.20 No price preference or exemption of fees (EMD) will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.

ITB.21 Bid Withdrawal/Modification:

The bidder may modify or withdraw his submitted bid only within the deadline of bid submission, if same is permitted in e-tendering portal. Modification/withdrawal of bid by any bidder after expiry of deadline of bid submission shall result into forfeiture of their earnest money.

ITB.22 Late Submission of Bid:

Bidder shall take all possible measures to submit the bid within the schedule date & time at specified location prescribed in the bidding document. Late submission of bid for whatever reason shall not be accepted.


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ITB.23 Opening and evaluation of tender:

ITB.23.1. Opening of technical proposal:

Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.

ITB.23.1.1 Technical proposals for those tenderers whose Bid security/ EMD as mentioned at ITB.2.6&14 have been received will only be evaluated. Proposals corresponding to which Bid Security/EMD has not been received, will not be opened and will stand rejected.

ITB.23.1.2 All bids found to be responsive as regards Clause **ITB.2 & ITB.16** will be examined in respect of "Mandatory Condition" & other qualifying requirements as detailed in the bid document. Bids which do not satisfy the "Mandatory Condition" and qualifying requirements will not be considered for further evaluation.

ITB.23.1.3 The Technical evaluation of tender will be done based on uploaded relevant documents as per the list specified in the NIT. If the information furnished by the bidder in objective manner is not confirmed with the uploaded documents then the said bid may be out rightly rejected for price bid opening.

ITB.23.1.4 Techno-Commercial Evaluation: Only those techno commercial bids, qualifying the requirements of previous clause **ITB.23.1.1 to ITB.23.1.3** will be opened. Decrypted (transformed into readable formats) documents in the folder will be downloaded for the purpose of evaluation. These bids will be examined and assessed for the techno-commercial, performance and management capability of the bidder.

ITB.23.1.5 The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.

ITB.23.1.6 The bidder may be required to arrange a demonstration/presentation of the papers offered. Participants should produce proper authorization letter in the letter head of the organization

ITB.23.1.7 The summary list of bidders, whose bids will be found techno-commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated

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to the techno-commercially qualified tenderers only.

ITB.23.2. Opening of financial proposal (Price Bids).

ITB.23.2.1 Financial bids for those tenderers whose technical bids as mentioned at ITB.23.1 have been found responsive will only be opened. Financial proposals, corresponding to Technical proposals have been found non-responsive, will not be opened and will stand rejected.

ITB.23.2.1 Financial proposals submitted by the tenderers in the prescribed **BOQ** and declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.

ITB.23.2.2 No deviation in any form in the price-bid sheet is acceptable.

ITB.23.2.3 The encrypted copies will be decrypted and the rates will be read out to the bidders remaining present at that time.

ITB.23.2.4 After opening of the financial proposal the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded. The Tender Accepting Authority may ask any of the tenderers to submit analysis of their quoted rate.

ITB.23.2.5 For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

ITB.23.3. Evaluation and Comparison of Bids (Price bids)

Item wise L1 bidder(s) will be evaluated as per total rate per item. All vendors are requested to quote for the items (Basic Rate & GST, if applicable) as per instruction in the NIT. Item wise Lowest rates will be evaluated on the basis of total evaluated rate per item i.e. Basic Rate plus applicable GST, if any, as per **ITB.17** and in comparison of statement as per Annexure-IV & X. GST rates may be verified from Indirect Tax Cell of WBSEDCL and financial evaluation will be made on the actual GST rate. No variation of rate, if any, may be considered except in the event of any new taxes / levies making into force due to Govt. legislation / notification or by any of the Statutory body, the same will become applicable to the concerned party from the effective date, subject to approval of the competent authority of WBSEDCL. The price bids may be scrutinized offline


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and the 'Price Evaluation Summary' showing the relative bid position shall be uploaded in the web portal in due course. Non-quotation of price bid as per instruction at ITB.17 would make the bid non-responsive. However, in case of any discrepancy of quoted rate in BOQ and also in comparison of statement as per Annexure-IV & X, WBSEDCL may ask the bidder for clarification of quoted rates in BOQ. Decision of WBSEDCL will be final in this regard for acceptance/rejection of the bid.

ITB.23.4 During evaluation of the bids, the purchaser may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted

ITB.24. CORRECTION OF ARITHMETIC ERRORS:

Provided that the bid is substantially responsive, the competent Procurement Committee shall correct arithmetical errors on the following basis: -

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the tendering authority there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to point (i) and (ii) above.

ITB.25 Issue of Letter of Award (LOA):

WBSEDCL will award the contract(s) to the successful bidder(s) whose bid(s) have been determined to be substantially responsive and have been determined the lowest evaluated bid i.e. L1 bidder(s) for the specific items, provided further that the bidder(s) are determined to be qualified to perform the contract(s) satisfactorily. WBSEDCL shall be the sole judge in this regard.


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ITB.26 Liability of Government:

It is expressly understood and agreed by and between bidder/Contractor and WBSEDCL that WBSEDCL is entering into the agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that the Government of India/Government of West Bengal is not a party to the agreement and has no liabilities, obligations or rights hereunder. It is expressly understood and agreed that WBSEDCL is an independent legal entity with power and authority to enter into contracts solely on its own behalf under the applicable Laws of India/State of West Bengal and general principles of Contract Law. The Bidder/ Contractor expressly agree, acknowledge and understand that WBSEDCL is not an agent, representative or delegate of the Government of India/Government of West Bengal. It is further understood and agreed that the Government of India/Government of West Bengal is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Contract. Accordingly, Bidder/Contractor hereby expressly waives, releases and foregoes any and all actions or claims, including cross claims, impleader claims or counter claims against the Government of India/Government of West Bengal arising out of this Contract and covenants not to sue to Government of India/Government of West Bengal as to any manner, claim, cause of action or thing whatsoever arising of or under this agreement.


ITB.27 At any stage during scrutiny, if it is found that the credential or any other papers which the Bidder uploaded during Bidding process, is/are incorrect / manufactured / fabricated, that bid will be considered as non-responsive and will be outright rejected with forfeiture of Earnest Money and action will be taken as per stipulation of IT Rules in force.

ITB.28 Right to reject Bids:

W B S E D C L reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for such action.

ITB.29 Settlement of Disputes:

In case of any dispute arising out of the tendering procedure/ contract, the same shall normally be settled through meeting between the contracting parties at the appropriate level. Any dispute arising out of or in connection with the contract shall, to the extent possible, be settled amicably between the parties. For any disputes or differences, if not resolved amicably, competent Civil Court in Kolkata or the Hon'ble High Court at Calcutta, may be approached by either party.


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WBSEDCL

Common Services Cell
8th Floor B Block
Vidyut Bhavan

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

Telephone No. 033-2334-5828
Tele Fax No. 033-2339-1924
Extension No. 033-23197-213/239
Email Id- csccell@wbasedcl.in

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ITB.30 Communication:

The successful vendor, for communicating with, for this job may use the following modes:
Telephone – (033) 2334-5828, 23197213
e-mail: csccell@wbasedcl.in

ITB.31 Representative of Vendor:

ITB.31.1. The successful vendor is required to nominate one officer exclusively for this project from commencement to completion as a Nodal Officer to be stationed at Kolkata, with whom WBSEDCL will contact on all matters related to this order.

ITB.31.2 The vendor has to specifically furnish to WBSEDCL, the name, designation, Telephone no. including mobile no., email address of such person.

ITB.31.3 Name, address & contact details of all the Contractor's workmen shall be communicated in writing to the Controlling Officer before commencement of work to obtain his permission. Any instruction or notice given to the above Nodal Officer shall be deemed to have been given to the Contractor. The Controlling Officer reserves the right to ask the contractor to remove any of the contractor's workmen and replace with suitable substitute(s). The contractor shall also provide photo-identity cards to his workmen at his cost and full responsibility of the employees engaged for this job will be borne by the contractor.

ITB.32 Rights of the Owner/ WBSEDCL:

To take care of unexpected circumstances, WBSEDCL shall reserve the rights for the following:

ITB.32.1 Extend the closing date for submission of the bid proposals.

ITB.32.2 Amend the bidding requirements at any time prior to the closing date, with the amendment being notified to prospective bidders.

ITB.32.3 Allow a bidder to change its Technical proposal if the same opportunity is given to all bidders.

ITB.32.4 To accept and / or reject any bid (not necessarily the lowest), without assigning any reason and accept bid for all or anyone or more of the stores for which bid has been invited.

ITB.32.5 WBSEDCL reserves the right to accept or reject the bid, wholly or partly, or to split the work in parts and to add/delete any of the items, without assigning any reason whatsoever.


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- ITB.32.6** WBSEDCL reserves the right to go to divisible contract/order, if necessary
- ITB.32.7** Terminate or abandon the bidding procedure or the entire project whether before or after the receipt of bid proposals.
- ITB.32.8** Seek the advice of external consultants to assist WBSEDCL in the evaluation or review of proposals
- ITB.32.9** Make enquiries of any person, company or organization to obtain information regarding the bidder and its proposal.
- ITB.32.10** Reproduce for the purposes of the procedure the whole or any portion of the proposal despite any copyright or other intellectual property right that may subsist in the proposal.
- ITB.32.11** There shall be no negotiations in general. Even in exceptional circumstances, negotiations may be carried out only with the lowest evaluated responsive bidder on mutual agreement basis between both the parties.
- ITB.32.12** WBSEDCL, who do not bind itself to accept the lowest tender, reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.

ITB.33 SIGNATURE OF BIDDER:

- ITB.33.1** The bid must contain the name, address and place of business of the person or persons making the bid and must be signed and sealed by the Bidder under his usual signature. The name(s) of all the persons signing should also be typed or printed below the signature.
- ITB.33.2** Bid by a partnership must be furnished with full names of all partners and be signed with the partnership firm name, followed by the signature (s) and designation (s) of the authorized partner (s) or other authorized representative (s).
- ITB.33.3** Bids by corporation/ company must be signed with the legal name of the corporation/ company by the President, Managing Director or by the Secretary or other person or persons authorized to bid on behalf of such corporation/company in the matter.
- ITB.33.4** A bid by a person who affixes to his signature the word 'President', 'Managing Director', 'Secretary', 'Agent' or other designation without disclosing his principal will be liable to be summarily rejected. Satisfactory evidence of authority of the person


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signing on behalf of the Bidder shall be furnished with the bid.

ITB.33.5 The Bidder's name stated on the proposal shall be exact legal name of the firm.

ITB.33.6 To be qualified for evaluation and finalization of contract, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder.

ITB.33.7 Erasures or other changes in the bid documents shall bear the initials of the person signing the bid. Bids not conforming to the above requirements of signing shall be disqualified.

ITB.33.8. Change of Nomenclature or Corporate structures of the Successful vendor is to be communicated with proper documents to the Ordering authority/ Controlling Officer well in advance for continuance of the contract.

ITB.34 Process to be Confidential:

The information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process.

The contractor shall not communicate or use in advertising, publicity in any other medium photograph or other reproduction of the works under this contract, or other information, concerning the works.

All documents, correspondence, decisions and other matters concerning the contract shall be considered of confidential and restricted nature by the contractor and he shall not divulge or allow access to these to any unauthorized persons.

ITB.35 From the time of bid opening till the awarding of contract, if any bidder wishes to contact the tendering authority on any matter related to the bidding process, he is allowed to do so in writing.

ITB.36 Corrupt and Fraudulent Practices:

It is the WBSEDCL's policy to require that bidders observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the WBSEDCL:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "Corrupt practice" means offering, giving, receiving, or soliciting of


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anything of value to influence the action of a public official in the selection process or in contract execution; and

- (ii) "Fraudulent practice" means misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the WBSEDCL, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive the WBSEDCL of the benefits of free and open competition.
- (b) will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- (c) will cancel the firm's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives.
- (d) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a WBSEDCL contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a WBSEDCL contract; and
- (e) will have the right to get the firm audited by auditors appointed by the WBSEDCL.
- (f) will cancel the contract if at any stage it comes to know that the firm has any relation with any of the employees of the WBSEDCL.


Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the WBSEDCL.

Bidders shall furnish information as described in the Bid document on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.

Bidders shall be aware of the provisions on fraud and corruption stated in the Contract under the clauses indicated in the bid document.

ITB.37

Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors, who resort to canvassing, will be liable to rejection.


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Section-II: Technical Specifications (TS)




TS.1 General Descriptions and Specifications of Materials:

Offset Printing Item

REGISTERS & LEDGERS		
		
Front View	Side View	Inside Cover Pasting
		
Stitching & Binding		


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Page wise Serial number	Folio wise Serial number i.e. same number in consecutive 2 pages (left side & right side) i.e. each folio type printing consists of two pages	
Nomenclatures of each registers to be printed at front covers.		
Printing on Cream Wove Paper		
200 pages Registers (34.0 X 21.0 cm.) with Page number in each Folio		
1	Register of Letter Issued (WBSEDCL-76)	Printing & supply of Register of Letter Issued (WBSEDCL-76) containing 100 folios i.e. 200 pages with sl. No. in each folio on 58 GSM White Wove paper with horizontal and vertical ruling and binding with 24 oz. Yellow Board with glossy marble paper and sewing with 2(two) cloth strips using strong thread with pustani. Size of Page 33.0 x 20.5 cms. Size of Folio 33.0 x 41.0 cms. Size of Cover/ finished product- 34.0 X 21.0 cms as per specimen & direction
Printing on Maplitho Paper		
600 pages Registers (34.0 X 21.0 cm.) with Page number in each Folio		
2	Visitor's Entry Book	Printing & supply of Visitor's Entry Book containing 300 folios i.e. 600 pages with sl. No. in each folio on 60 GSM White Maplitho paper with horizontal and vertical ruling and binding with 32 oz. Yellow Board with glossy marble paper and sewing with 2(two) cloth strips using strong thread with pustani. Size of Page 33.0 x 20.5 cms. Size of Folio 33.0 x 41.0 cms. Size of Cover/ finished product- 34.0 X 21.0 cms as per specimen & direction

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SPECIFICATION OF PAPER & BOARDS

CREAM WOVE PAPER

Material Type: Cream Wove Paper of 54 – 58 GSM conforming to BIS specification 1848 with latest amendments with smooth finish and should be manufactured from "Type-A ECO mark", if applicable. Preferable Brand- Andhra Paper Limited

Key Quality Parameter	Unit	Specification
Basis Weight	GSM	54 – 58 ± 2.5% (As per specific requirement)
Bulk	cc/g	1.30 (min)
Moisture	%	5.5 ± 0.5
Breaking Length		
MD	Meter	4000 (min)
CD	Meter	2000 (min)
Bendsten Smoothness		
TS	% ISO	100 – 250
WS	ml/min	60 – 150
Tear Factor		
MD		40 ± 4
CD		45 ± 4
Brightness	% ISO	88 (min)
Opacity	%	84 (min)
Cobb60	g/ m2	25 (max)
<p>** Tear Index = Tear Factor X 0.098 Tensile Index= Breaking Length X 0.0098 CD= Cross Direction & MD = Machine Direction Method of Test, ref to Indian Standard (latest amendments) – IS 1060 and IS 9894 which ever applicable</p>		

Features:

- Premium writing paper
- High brightness paper in blue-white shade
- Excellent runnability on hi-speed automatic ruling machines
- Alkaline sizing for added archival quality that extends the life of documents
- Superior quality surface-sized paper


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- Excellent & uniform sheet smoothness
- Excellent dimensional stability
- Made with ECF pulp
- Excellent opacity for minimal show-through.
- Long lasting shade & Superior strength
- Excellent ink-feathering resistance property meant for crisp writing impressions
- Customized for note book application
- Good bulk with uniform smoothness
- High brightness for good visual appeal

Additional Requirement:

The material shall be manufactured from pulp containing not less than 60 percent by mass of pulp made from materials other than bamboo, hard woods, soft woods and reed.

The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848 with latest amendments whichever is applicable.

Specimen: Specimen is available at Common Service Cell.

MAPLITHO PAPER

Material Type: White Maplitho Paper of 60 GSM conforming to BIS specification 1848 with latest amendments with smooth finish and should be manufactured from "Type-A ECO mark", if applicable. Preferable Brand- Andhra Paper Limited.

Key Quality Parameter	Unit	Specification
Basis Weight	GSM	60 ± 2.5% (As per specific requirement)
Bulk	cc/g	1.30 (min)
Moisture	%	5.5 ± 0.5
Breaking Length		
MD	Meter	4000 (min)
CD	Meter	2000 (min)
Bendsten Smoothness		

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TS	% ISO	100 – 250
WS	ml/min	60 – 150
Tear Factor		
MD		40 ± 4
CD		45 ± 4
Brightness	% ISO	88 (min)
Opacity	%	84 (min)
Cobb60	g/ m2	25 (max)
<p>** Tear Index = Tear Factor X 0.098 Tensile Index= Breaking Length X 0.0098 CD= Cross Direction & MD = Machine Direction Method of Test, ref to Indian Standard (latest amendments) – IS 1060 and IS 9894 which ever applicable</p>		

Features:

- Premium writing paper
- High brightness paper in blue-white shade
- Excellent runnability on hi-speed automatic ruling machines
- Alkaline sizing for added archival quality that extends the life of documents
- Superior quality surface-sized paper
- Excellent & uniform sheet smoothness
- Excellent dimensional stability
- Made with ECF pulp
- Excellent opacity for minimal show-through.
- Long lasting shade & Superior strength
- Excellent ink feathering resistance property meant for crisp writing impressions
- Customized for note book application
- Good bulk with uniform smoothness
- High brightness for good visual appeal

Additional Requirement:

The material shall be manufactured from pulp containing not less than 60 percent by mass of pulp made from materials other than bamboo, hard woods, soft woods and reed.


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The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848 with latest amendments whichever is applicable.

Specimen: Specimen is available at Common Service Cell.

Colour Board

Material Type: Colour Board of 230 - 250 GSM conforming to BIS specification 6956 / 4664 / 2617 with latest amendments whichever is applicable with smooth finish.
Preferable Brand- West Coast Paper Mills Limited (WCPM) and Andhra Paper Ltd.

Board used as Cover of Registers should be as per IS: 4664 with latest amendments

Imposition of Pages and Printing Quality: -

- i) The imposition of pages should be in accordance with the page area marks as per specimen.
- ii) Perfect registration of colours should be maintained throughout while printing the job.
 - i) There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
- iv) There should be uniform/even inking throughout the pages without patches of over/under inking and fluff traces/spots.
 - i) There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- vii) There should be no variation in any shades throughout the set.

Binding Quality

- a) The folding of forms should be done in such a manner that the folio numbers on even pages (given either on top or at bottom of the page) fall exactly on the page having odd numbers on the other side.
- b) Before folding the forms it should be ensured that no such form is folded which is torn or has spots, scum and or is not perfect in printing.
- c) While gathering the forms it should be ensured that only one form from each pile of forms, (arranged in sequence) is lifted/gathered, so that no double or extra form of the same number is found in the registers or no form is found missing in sequence.
- d) After gathering the sets of forms of the registers it should be pressed properly to form a firm crease and get compact to facilitate the binding.
- e) The registers to be centre or side stitched should have two wire staples of appropriate gauge

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(suiting to the bulk of the book) and length to hold all the Sections of the registers firmly.

f) While section sewing the book, it should be ensured that the thread and string/catgut are tough and the grooves for catguts are appropriate in depth.

g) No leaf or the cover of the registers should come out while flat opening of the book or turning over the cover. The glue should not crack in any case.

k) All the three sides of the registers, to its full thickness should be trimmed smoothly at right angle.

l) Each register should be trimmed in the exact size pursuant to Technical Specification.

Pre-printed Item

Sl. No.	Item Description
1	Industrial/Agriculture Energy Bill Form (SAP) - Description: Both side printing on 80 GSM TNPL Maplitho/White Cream wave paper with single colour (Green) both side printing of pre-printed bill forms side punching bearing size 10" x 12" as per specimen and direction of the authority of IT & C Cell, WBSEDCL Vidyut Bhavan
2	Notice for Dom/Com (SAP) Description: One side single colour (Magenta) printing and supply of Pre-printed 'Defaulter Notice Forms' under SAP for Domestic /Commercial Consumers on 80 GSM white cream wave paper with single-colour printing on front side only , side punching bearing size 10" x 12" with side punching as per specimen and direction. Specimen: Specimen is available at Common Service Cell.
3	Bulk Energy Bill (SAP) Description: Both side printing & supply of Pre-printed Bulk Energy Bill Forms under SAP on 80 GSM white Maplitho/ Cream Wave Paper with Single-colour (Royal Blue) both side printing of pre-printed bill forms bearing size 21.59 x 35.56 Cms (Legal) as per specimen and direction. Material Type: Maplitho/ Cream Wave paper of 80 GSM conforming to BIS specification 1848:2007 with latest amendments with smooth finish on both sided. Preferable Brand- Andhra, TNPL, JK Paper, Century and BILT
4	Bulk Notice (SAP) Description: One side single colour (Green) printing and supply of Pre-printed 'Defaulter Notice Form under SAP for Bulk Consumers of WBSEDCL on 80 GSM White Maplitho/ Cream Wave paper bearing A4 size as per specimen and direction of WBSEDCL.

General Specification of pre-printed continuous computer papers: -

Requirements:

- Computer paper shall be uniform formation evenly finished and generally free from specks, holes and other blemishes. When tested according to 12 of IS 5285, the furnish for all varieties shall not contain more than 20 percent mechanical pulp.


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- The paper shall accept the printing without any smudge when printed with water, spirit, toluene, xylene or oil-based ink.
- Computer paper (Sheet) shall be in one/single part folded in a zig-zag (Z-fold) fashion at a distance of 12".
- At separation of each Money Receipt shall be perforated in such a manner that the paper is joined but is capable of separation, if needed, by an easy jerk.
- At both the sides of computer paper, on the width size, there shall be uniformly punched feed holes, free from fibers and burrs. The diameter of the feed holes shall be 4.00 ± 0.5 mm, at a distance of 12.70 ± 0.5 mm from each other. The hole centre from the edge of the paper shall be 6.00 ± 0.5 mm. As per latest amendment of IS 12766.

The product shall also comply with the requirements given below-

	Key Quality Parameter	Unit	Requirements	Method of Test, ref to Indian Standard (latest amendments)
	Basis Weight (Substance)	GSM	60 - 80 \pm 4% As mentioned is specific requirements	IS 1060 (Part 1)
1.	Bulk	cc/g	1.20 (min)	IS 1060 (Part 1)
2.	Moisture	%	7.0 (max)	IS 1060 (Part 1)
3.	Ash	%	20.0 (max)	IS 1060 (Part 1)
4.	Tensile Index			IS 1060 (Part 1)
	CD	Nm/g	17.0 (min)	IS 1060 (Part 1)
	MD	Nm/g	25.0 (min)	IS 1060 (Part 1)
5.	Burst Index	kPa.m ² /g	1.2 (min)	IS 1060 (Part 1)
6.	Tear Index	mN.m ² /g	5.0 (min)	IS 1060 (Part 1)
7.	One minute cob test	g/m ²	22 (max)	IS 1060 (Part 1)
8.	Opacity	%	90 (min)	IS 1060 (Part 1)
9.	Brightness	% ISO	88 (min)	IS 1060 (Part 2)
10.	Smoothness	Sec/50 ml	30 (min)	IS 9884

Additional Requirement:

The raw material used in the manufacture i.e. the material shall be manufactured from pulp containing not less than 60 percent by mass of pulp made from materials other than

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CIN- U40109WB2007SGC113473 Website- www.wbasedcl.in

**WBSEDCL**

Common Services Cell
8th Floor B Block
Vidyut Bhavan

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

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- csccl@wbasedcl.in

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bamboo, hard woods, soft woods and reed.

Material Type: Cream wove paper of 80 GSM. As per Amendment no. 4 of IS 12766 the phrase "Type-A" to be removed. Depending on the raw material used in manufacture the description material has already been mentioned under 'Additional Requirement' at page-31 of NIT i.e as per sl no. 4.7.2(a) of Amendment no. 4 of IS 12766 or latest amendment.
Preferable Brand- Andhra, TNPL, JK Paper, Century and BILT.

Key Quality Parameter	Unit	Specification
Basis Weight	GSM	80 GSM \pm 4%
Bulk	cc/g	1.30 (min)
Molsture	%	5.5 \pm 0.5
Breaking Length		
MD	Meter	4000 (min)
CD	Meter	2000 (min)
Bendsten Smoothness		
TS	% ISO	100 – 250
WS	ml/min	60 – 150
Tear Factor		
MD		40 \pm 4
CD		45 \pm 4
Brightness	% ISO	88 (min)
Opacity	%	84 (min)
Cobb60	g/ m2	25 (max)
** Tear Index = Tear Factor X 0.098 Tensile Index= Breaking Length X 0.0098 CD= Cross Direction & MD = Machine Direction Method of Test, ref to Indian Standard (latest amendments) – IS 1060 and IS 9894 which ever applicable		

Features:

- Premium writing paper
- High brightness paper in blue-white shade
- Excellent runnability on hi-speed automatic ruling machines
- Alkaline sizing for added archival quality that extends the life of documents
- Superior quality surface-sized paper
- Excellent & uniform sheet smoothness
- Excellent dimensional stability
- Made with ECF pulp


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- Excellent opacity for minimal show-through.
- Long lasting shade & Superior strength
- Excellent ink-feathering resistance property meant for crisp writing impressions
- Customized for note book application
- Good bulk with uniform smoothness
- High brightness for good visual appeal

Additional Requirement:

The material shall be manufactured from pulp containing not less than 60 percent by mass of pulp made from materials other than bamboo, hard woods, soft woods and reed.

The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 1848 with latest amendments whichever is applicable.

Specimen: Specimen is available at Common Service Cell.

TS.2 The paper shall be strictly in accordance with the specifications mentioned above as per BIS specifications 12766 & 1848 with latest amendments whichever is applicable.

TS.3 Imposition of Pages and Printing Quality: -

- i) The Imposition of pages should be in accordance with the page area marks as per specimen.
- ii) Perfect registration of colours should be maintained throughout while printing the job.
- iii) There should be controlled release of ink as per requirement of job to avoid "See Through" and uneven inking.
- iv) There should be uniform/even inking throughout the pages without patches of over/under inking and fluff traces/spots.
- v) There should be no roller marks in shape of lighter/heavier colour strips on solid or screen grounds visible when printed.
- vii) There should be no variation in any shades throughout the set.

TS.5 Packing:

The computer paper shall be made into unit folds of 1000 sheets.


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WBSEDCL

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It shall be packed in 5-ply corrugated cartons to ensure that the paper is not damaged due to handling and transportation or shall be best possible manner agreed to between WBSEDCL and contractor to ensure damage free delivery.

The package shall be marked with the following particulars:

- Description and size of the material.
- Thickness in microns and grammage (substance) in g/m².
- Number of parts (copies).
- Lot number.
- No. of sheets.
- Month and year of manufacture, and
- Indication of the source of manufacture.

The package may also be marked with the Standard Mark, if required.


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SECTION: III Scope of Work (SW)

SW.1 GENERAL DESCRIPTION:-

West Bengal State Electricity Distribution Co Ltd. hereinafter to be referred to as WBSEDCL invites offers from competent agencies for entering into the work of "Printing & Supply of different types of Pre-printed and/or Offset Printing articles of WBSEDCL".

SW.2 DETAILED SCOPE OF WORK:

Supply of following Pre-printed and Offset Printing Items-

Sl. No.	Name of Items	Unit	Quantity
Pre-printed Items			
1	INDUSTRIAL/AGRICULTURE ENERGY BILL FORM (SAP)	sheets	40,00,000
2	Notice for Dom/Com (SAP)	Sheets	1,00,00,000
3	Bulk Energy Bill (SAP)	Sheets	3,00,000
4	Bulk Notice (SAP)	Sheets	2,00,000
REGISTERS			
1	REGISTER OF LETTER ISSUED (WBSEDCL-76)	each	10,000
2	Visitors Entry Book	Each	30

GSM and other specifications as mentioned in the specification shall remain fixed and shall only be considered if offered with better specifications. Printing should be clear and perfect. Any defect in printing or in materials in any of the articles will lead the articles as defective and the same may be replaced by the vendor immediately with their own cost. If any addition/alteration in the existing pro-forma of any of the articles is made by the Company during the delivery period, it should be made by the party also for which no extra cost would be allowed.

SW.3 Layout of the articles:

As mention in Technical Specification and as per specimen available at C.S.Cell.

SW.4 SCOPE OF CONTRACT:

Printing and Supply of "Pre-printed and/or Offset Printing Articles of WBSEDCL".

The vendor must submit the Proof of the articles within 10 (ten) days from the placement of work order.

Ordered articles should be delivered at a time or in phases as mentioned in the work order(s). Place of delivery of articles will be at Common Service Cell Store, Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700091.

The bidder should have sufficient/ adequate Infrastructure, technical expertise and financial strength to undertake the contract.


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The vendor will depute technically qualified executive to coordinate the job with WBSEDCL team.

The selected Printer will allow the Representative of WBSEDCL to inspect the Premises where the job is being carried out.

Inferior or defective printed matter shall under no circumstances be accepted by WBSEDCL.

In case any error or defect is discovered after delivery of the printed matter, vendor shall be bound to rectify such error or defect at his own cost to the satisfaction of, and within the time limit fixed by WBSEDCL.

The materials as stated above, must be packed by using proper packing materials to ensure that it can withstand the road hazards, natural calamities and not become damaged or folded during transit.

WBSEDCL reserves the right to return and/or deduct the cost of articles delivered in damaged condition.

No extra cost for delivery of the articles will be paid.

Any other related printing jobs / services which are not covered in the scope of work may also be assigned as per the requirement of WBSEDCL.


The firm will have to ensure the safety of the printed material during binding, packing and delivery.

WBSEDCL reserves the right to change the layout, make additions/deletions in the content before accepting for making final prints of the Reports.

SW.5 INTENT OF SPECIFICATIONS:

It is not the intent of Technical Specifications to completely specify all aspects of design/construction features of equipment's and all details of work to be carried out. Nevertheless, the intent of the Technical Specification is to ensure that the equipment's and the work shall fully comply with and conform to the relevant Bureau of Indian Standard Specifications, Codes of Practice, other Statutory Regulations and other standards as may be applicable and to the best available standards of engineering, design and workmanship. The equipment and work shall perform in manner acceptable to WBSEDCL who shall interpret meaning of the applicable Specifications/Codes and shall have the right to accept/ reject any equipment or work, which, in their assessment, is complete/ not complete to meet the Standard/Code.

The major items that are proposed are provided in **Technical Specification (TS)**. Any items that are not specified in this list shall have to be replaced/provided for as per relevant code/ standard equivalent to technical specifications and particular technical parameters specified in this


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document.

- SW.6** The successful bidder will submit 4 full sheet (folded) of paper to be used in the printing, duly signed and stamped by the firm indicating name, address of the paper mill and specification of the paper as laid down by BIS, Lab test report of the mill after declaring the L-1 bidder/s by WBSEDCL.

The L-1 bidder/s will submit an Undertaking/Self Declaration regarding use of same paper submitted as a sample

SW.7 STATUTORY REQUIREMENTS FOR OBTAINING CLEARANCES / CERTIFICATE FROM AUTHORITIES:

If required, the Contractor shall submit all the necessary documents complying with the tender conditions including Test certificates of critical components, technical specification Compliances, safety certificates and required coordination at all times to ensure completion of work in totality within the committed timelines.

The contractor shall warrant that all actions taken by him in the execution of the contract shall conform to all applicable Local body, State and Central Government laws, Ordinances and Regulations. The Contractor shall defend and keep WBSEDCL harmless from any loss, cost or damage by reason of any actual or alleged violation of any statutory requirement.

SW.8 TESTING:

All routine tests and acceptance tests shall be carried out, if instructed by WBSEDCL, at manufacturer's works or test site or installation site of the Contractor/ NABL accredited Test Lab of any National Test Labs /test laboratory as per stipulation of relevant Indian Standard in presence of Controlling Officer or his authorized representative, at the cost, risk & responsibility of the contractor. The Contractor, except where otherwise specified, shall arrange such labour, material, fuel, water, stores and testing apparatus as may be reasonably required to carry out such tests efficiently, without any extra charge.

Any defect detected shall have to be promptly rectified and further tested by the Contractor. Cost of all such testing operation including repeat tests (if required) shall be deemed to be included in the contractor's quoted rate and no extra payment in this regard shall be allowed. If the work or any portion thereof fails to pass the Tests, WBSEDCL may require such tests to be repeated on the same terms and conditions until it is accepted by WBSEDCL. All costs of such retesting will be borne by the Contractor

SW.9 DEFECTS- RECTIFICATION & REPAIRS:

Should WBSEDCL consider, at any time during the construction or prior to the expiration of the Guarantee/Defects Liability Period, that any work has been executed with unsound or imperfect materials or unskilled workmanship or is of an inferior quality or not otherwise in accordance with


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the Contract, in respect of which the decision of WBSEDCL shall be final, the Contractor shall, on demand in writing from WBSEDCL specifying the fault; notwithstanding that the same may have been inadvertently passed, certified and paid for, rectify forth or remove and re-do the defective work so specified, in whole or in part, as the case may require, at their own expense and in the event of their failing to do so within the period specified by WBSEDCL in their demand/direction, WBSEDCL may carry out the work by other means at the risk and expense, in all respects, of the Contractor.

SW.10 SAFETY REGULATIONS:

The entire work is to be carried out in phased manner in existing and fully operational buildings and the contractor shall have to make all necessary and required arrangements to ensure full-proof safety and hassle-free passage at all times for the staff, residents and visitors.

SW.11 COMPLETION TIME:

The vendor must submit the Proof of the articles within 10 (ten) days from the placement of work order.

Ordered articles should be delivered in phases i.e. 25% within 30 days from the date of issue of the work order and rest of the items to be delivered in equal installments in the next consecutive months which will be mentioned in the work order(s). Place of delivery of articles will be at Common Service Cell Store, Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700091.

SW.12 Supplementary Works:

Whenever supplementary works become unavoidable for completion of the work in all respect, the Contractor shall bring the matter to the notice of the Controlling Officer and submit their proposal. However, the controlling Officer shall have the right to advise the contractor to proceed with such item(s) of work.


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E-Tender ID: 2023_WBSED_607488 (Pre-Printed) & 2023_WBSED_607490 (Offset)**SECTION: IV General Conditions of Contracts [GCC]****GCC.1 Time Schedule:**

The basic consideration and the essence of the Contract shall be strict adherence to the time schedule as it will be specified in the contract for supply & services in LOA (Letter of Award) to be issued. The entire activity as per scope of work shall be completed by the contractor within stipulated from zero date. Date of issue of LOI (Letter of Intent)/ LOA (Letter of Award) shall be considered as zero date.

GCC.2 Total Contract Period:

Unless otherwise terminated under the provisions of any other relevant clause, this contract shall be deemed to have completed on expiry of the defect liability period, subject to successful completion/ rectification of all defects as notified within defect liability period.

GCC.3 Acceptance of LOA:

The successful bidder shall submit written unconditional acceptance of LOA within 10 (ten) days from date of issuance of the same. Submission of conditional acceptance of LOA shall be treated as non-compliance of this clause.

GCC.4 Contractor to submit programme and finalization of proof:

Within 10 (ten) days from the date of issue of letter of intent/ award the contractor shall submit final proof of articles along with programme showing the order, procedure and method in which he proposes to carry out the work.

GCC.5 Contract Agreement:

The Contractor shall have to enter into a contract agreement with WBSEDCL on non-judicial stamp paper of Rs. 100/- in prescribed format as annexed with the bid document. Copies of the following documents shall form part of the contract agreement:

- Copy of bid document, amendments if any.
- All relevant correspondences between WBSEDCL & the successful bidder after issue of NIT and till placement of order.
- Copy of order and Schedule of Work.
- Copy of acceptance of order by the Contractor.

The contract agreement shall have to be signed by both parties within 15 (fifteen) days from the date of acceptance of order by the Contractor. Power of attorney of the Contractor's authorized representative is to be submitted before signing the contract agreement. The contract agreement shall be signed by both the parties in the original and 2 photocopies. The original agreement shall be retained by WBSEDCL and one copy shall be provided to the Contractor. All the costs for execution of contract agreement shall be borne by the contractor.

Failure on the part of the contractor to comply with the requirements of this clause will constitute sufficient grounds for the annulment of the award.


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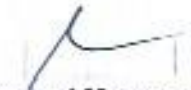
GCC.6 Sub-letting of Contract:

No Sub-vendor or Sub-letting is allowed.

GCC.7 Performance Bond/Security Deposit:

Upon placement of order, a Contract Performance Guarantee has to be furnished by the successful bidder in the form of Demand Draft/ Bank Guarantee from any Schedule Indian Bank @ 10% (as per norms of WBSEDCL) of the total contract price excluding GST for faithful and due fulfillment of all obligation under the contract. In addition to this, in case of lower rate in the range of -20% to -80% of the estimated rate, additional security deposit amounting to 10% of the tendered value have to be submitted by the bidder/contractor in the form of Bank Guarantee. This will be sustained with WBSEDCL till completion of the work, subject to adjustment of damages/loss, if any. For any failure towards satisfactory performance on the part of the vendor, the Security Deposit will be liable to encashment and forfeiture.

- i) Performance Guarantee furnished in any other form will not be accepted.
- ii) Performance Guarantee will not carry any interest
- iii) The above Performance Guarantee is to be submitted within fifteen (15) days from the date of issue of the order and shall remain valid up to thirty (30) days after end of the defect liability period, with a further claim period of 30 (thirty) days.
- iv) In case the contract is renewed/ extended, the successful bidder has to extend the validity of the Performance Bank Guarantee for a further period of ninety (90) days from the end of the renewed contract Period, with a further claim period of 30 days.
- v) If the volume of work needs to be increased, the value of the Performance Security will be increased proportionately.
- vi) The Bank Guarantee shall provide for payment of any damage due to failure of the Contractor to meet his obligations under the Contract
- vii) There will be no reduction in the value of contract performance guarantee due to phase-wise taking over of the work by WBSEDCL.
- viii) The Contract Performance Guarantee is liable to be invoked on demand of WBSEDCL when any of the following conditions arises:
 - a) If the Contractor is in breach of contract and fails to remedy the breach within 21 days after receiving written notice from WBSEDCL requiring him to do so. The notice shall state the intention to claim under the contract performance guarantee, the amount claimed and the nature of breach, or,
 - b) If the Contractor has gone into liquidation or is declared bankrupt, or, Any other reason which may affect the contractual obligations of the contractor.
- ix) No interest shall be paid on the BG by WBSEDCL, irrespective of the date of release
- x) After acceptance of the contract performance guarantee by WBSEDCL, no further security money shall be deducted from the bills of the work. However, if suitable extension of the contract performance guarantee becomes necessary due to delay in completion of the work and the Contractor fails to provide the same within the stipulated time, WBSEDCL shall have the right to encash the guarantee or to deduct the entire guarantee amount from the Contractor's dues under this contract or any other contracts under WBSEDCL.


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GCC.8 Commencement and Completion of work:

Date of placement of order to the Contractor shall be considered as zero date and the work shall be completed as per schedule mentioned in "Scope of Work".

Time is the essence of the contract and the entire work must be completed within the stipulated completion time. After completion of work, the finishes shall be of high quality and approved standard.

GCC.9 It is to be noted that time is the essence of the contract and any default on the part of the contractor to complete the work within the stipulated date / dates aforesaid or within the time as may be extended in writing by the Controlling Officer subject to payment of liquidated damages, the WBSEDCL shall have the right, without prejudice to any other clauses, to terminate contract forthwith and have allotted the balance work to any other agency and the contractor shall be liable to compensate the loss that may be occasioned to the WBSEDCL on that account. Any letter in writing by the Controlling Officer shall be treated as conclusive on behalf of the WBSEDCL.

GCC.10 Rectification of defects:

After completion of the work, if any defects found in the materials, same is required to rectified/ replaced by the contractor.

GCC.11 Delivery Hours:

Article should be supplied with proper packing in boxes (with clear mentioning of Starting and ending Receipt number) at C.S.Cell Store within 11.00 AM to 3.00 PM on all working day except Saturday and Holiday or as per direction of the In-charge of C. S. Cell Store as per schedule of delivery.

GCC.12 Packing:


The Ordered articles shall be well packed. Description/ Nomenclature and quantity of items inside the package along with Starting and ending Receipt number including particulars as mentioned in Technical Specification should clearly be mentioned outside of the package as well as same should be mentioned in the Delivery Challan cum Tax Invoices.

Challans, Packing Notes must be submitted to the Consignees (Store-in-charge and/or User-end) sufficiently in advance of the actual arrival of stores at destination failing which the Contractor will be held responsible for any subsequent discrepancy between actual Receipt and the materials detailed in the Challan received later.

GCC.13 Contractor's Responsibilities:

The Contractor shall have the following responsibilities in carrying out the work and the Project Coordination Services, respectively:

- The contractor shall execute, complete and maintain the work as per direction of the Controlling Officer of the work or his representative.


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- Contractor shall indemnify WBSEDCL for loss suffered by the WBSEDCL on account of any act / omission / neglect of the Contractor's workers/ employees, etc.
- The Contractor shall comply with all safety standards to the satisfaction of WBSEDCL.
- The Contractor shall ensure that all workers engaged exercise all such skill, care and technical competence as represents a standard within their respective professions or trades as is appropriate for the satisfactory execution of their work and services.
- The Contractor shall not assign this Contract or any part of it; The WBSEDCL and Consultant reserves the right to review the matter.
- The Contractor shall, on the instruction of WBSEDCL, immediately dismiss from the work any person employed thereon by him who may, in the opinion of WBSEDCL, be incompetent or who engages himself in unlawful or disorderly conduct, and such persons shall not be re-employed on the Work without the prior written permission of WBSEDCL.
- The contractor shall not, at any time, do, cause or permit any nuisance on the site or do anything which shall cause unnecessary disturbance or inconvenience to the WBSEDCL, tenants or occupiers of other properties near the site and to the public in general. The Contractor shall at no stage allow any activities at site which amounts to violation of any applicable law.

GCC.14 Access for WBSEDCL's Representative to the Works:

The WBSEDCL's Representative / Consultant shall at all times have access to the Work and the Site and to the workshops or other places of the Contractor where the Work is to be so prepared and in workshops or other places of suppliers. The Contractor shall by a term in the Contract ascertain and ensure that work is being carried out in conformity with the Contract Documents.

GCC.15 Material and Workmanship:

All the works shall be executed with the materials as specified and with the best workmanship and / or in the best manner to the satisfaction of the Company.


WBSEDCL shall not supply any material, tools & tackles etc., which shall have to be supplied by the Contractor for the entire job. The materials/items shall be of specified quality & make/brand (as applicable) as per the bid specification/approval of WBSEDCL. Sample approval may have to be obtained from the Controlling Officer, if asked for, at the contractor's expenses.

GCC.16 Defective Materials:

If in the option of WBSEDCL, any of the materials brought to the site for use are not of the quality or kind specified in the contract and / or are unfit for the works, WBSEDCL shall be at liberty to order the removal of the said materials and the contractor shall remove the same within 24 (twenty-four) hours after notice has been given to him. If the Contractor fails to remove them within such time, the Controlling Officer may remove them anywhere at the Contractor's risk and any cost incurred in doing so shall be deducted from the dues to the Contractor under the contract.

GCC.17 Tests:

All routine tests and acceptance tests shall be carried out, if instructed by WBSEDCL, at


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

**WBSEDCL**Common Services Cell
8th Floor 'B' Block
Vidyut Bhavan**West Bengal State Electricity Distribution Company Limited**
(A Govt. of West Bengal Enterprise)Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- csccll@wbsecl.in**Press Tender Notification no: WBSEDCL/CSC/Printing/Tender/69 Dated- 23.11.2023****E-Tender ID: 2023_WBSED_607488 (Pre-Printed) & 2023_WBSED_607490 (Offset)**

manufacturer's works or test site or installation site of the Contractor/ NABL accredited Test Lab of any National Test Labs /test laboratory as per stipulation of relevant Indian Standard in presence of Controlling Officer or his authorized representative, at the cost, risk & responsibility of the contractor. The Contractor, except where otherwise specified, shall arrange such labour, material, fuel, water, stores and testing apparatus as may be reasonably required to carry out such tests efficiently, without any extra charge.

Any defect detected shall have to be promptly rectified and further tested by the Contractor. Cost of all such testing operation including repeat tests (if required) shall be deemed to be included in the contractor's quoted rate and no extra payment in this regard shall be allowed. If the work or any portion thereof fails to pass the Tests, WBSEDCL may require such tests to be repeated on the same terms and conditions until it is accepted by WBSEDCL. All costs of such retesting will be borne by the Contractor.

GCC.18 Making Good Defects:

The Contractor shall make good at his own cost and to the satisfaction of WBSEDCL all defects which may appear. In case of the Contractor's failure, WBSEDCL may employ other agencies to make good such damages and expenses consequent thereon or incidental thereto shall be borne by the Contractor and such damages, loss and expenses shall be recoverable from the Contractor by WBSEDCL. In the event of the security/retention money being insufficient, WBSEDCL may recover the balance amount from any the Contractor's dues under WBSEDCL.

GCC.19 Action and Compensation in case of bad work:

If WBSEDCL finds any portion of executed work not as per Specification & Schedule of Works, WBSEDCL shall reject the work and ask the Contractor in writing to rectify/replace/reconstruct such portion of work within a specified time frame, which shall be binding on the Contractor. No payment against such portion of work shall be made unless such rectification/replacement/reconstruction has been properly done to the satisfaction of WBSEDCL. In case of failure of the Contractor to do the same within the specified timeframe, WBSEDCL reserves the right to do the same through other agency with recovery of cost from the Contractor, and also to terminate the Contract for such default. Decision of WBSEDCL in this respect shall be final and conclusive.

GCC.20 Variation, Omission, Addition & Alteration:

The Contractor shall not modify the work except under direction in writing by the Company. The quantities provided in the Schedule of work are provisional only, which may vary up to any extent or may be deleted altogether. The quoted rate of each item shall remain firm till completion of contract.

The Company reserves the right to alter, amend, and omit or otherwise vary the quantities as may be necessary but such variation will be limited to $\pm 25\%$ (plus or minus twenty five percent) of the contract price, without charging of unit price or other terms and conditions. Payment shall be made as per actual execution.


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GCC.21 Repeat Order:

The Company may procure similar type of items within 1(one) year from issuance of work order by placing repeat order maximum up to limit of 50% of the original ordered quantity on successful performance of the contract at the existing rates, terms and conditions. There may be marginal variations in specification against the item.

GCC.22 Liquidated Damage: If the contractor shall fail to perform the work within the time prescribed, following liquidated Damages are applicable:

Liquidated Damage for delay in delivery: - The time of delivery are to be treated as essence of the contract and company reserves the right to terminate the contract if the materials are not delivered within the schedule period as would be specified in the order. If the materials are not delivered within the specified delivery schedule **Liquidated damage (L.D.)** will be imposed @ ½ % (half percent) on the remaining value/ quantity of that particular scheduled quantity of order and / or delivery beyond the schedule delivery period for each week of delay or part thereof upto 10 (Ten) weeks and @ 1% (one percent) per week beyond 10 (ten) weeks subject to maximum of @ 10% (ten percent) of the remaining value/ quantity of that particular scheduled quantity along with other penalty as may be decided by WBSEDCL. The entire amount of L.D. / penalty, if any, shall be recovered from the outstanding bills / security money.

GCC.23 Delays in the Contractor's performance:

1. Delivery of the articles and performance of the services shall be made by the Contractor in accordance with the time schedule specified by the Company in the specifications.
2. If at any time during performance of the Contract, the contractor should encounter conditions impeding timely delivery of the articles and performance of services, the Contractor shall promptly notify the Controlling Officer in writing of the fact of the delay, it's likely duration and its cause(s). As soon as practicable after receipt of the Contractor's notice, WBSEDCL shall evaluate the situation and may at its discretion extend the Contractor's time for performance, with or without liquidated damages.
3. A delay by the Contractor in the performance of its delivery obligations shall render the Contractor liable to the imposition of appropriate liquidated damages, unless an extension of time is agreed upon by WBSEDCL without liquidated damages.

GCC.24 Extension of time:

An extension of time to deliver the items or of execution of work without imposition of liquidated damage, may be granted for the event of delay in delivery of item or execution of work provided there is no fault whatsoever appears on the part of the contractor. Such extension may only be granted on the basis of application to be submitted by the contractor, who has to establish that the extension of time is required by him for the cause which is not due to his fault, WBSEDCL may allow for extension of completion time without imposition of liquidated damage upon consideration of the contractor's written prayer, in case of the delay due to the following reasons:

- (a) Extra or additional work done as per advice of the Controlling Officer.

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- (b) Suspension of work ordered in writing by WBSEDCL for no fault on the Contractor's part.
(c) Delay in completion caused for no fault on the part of the Contractor.
(d) Force Majeure.

In the event of any of the above cause(s), the contractor shall bring the same to the notice of the Controlling Officer, indicating his intention to make a claim for an extension of time, with supporting details. The contractor shall demonstrate, to the Controlling Officer's satisfaction, that they used their best endeavour to avoid or overcome such causes for delay.

GCC.25 Terms of Payment:

The invoices shall be correctly prepared in quadruplicate in the name of controlling officer and shall be submitted as under:-

Following documents shall be submitted along with the bills:

A certificate/undertaking to the effect that proof of GST at actual as has been claimed, may be enclosed with the original invoice, if required.

Challan in triplicate duly signed by the Consignee and Proof verification committee.

E-way bill(s)

GCC.26 Payment of Bills:

Manager (F&A), Establishment Corporate, WBSEDCL, 6th Floor, "B" Block, Vidyut Bhavan: Payment will be made within 45 (forty-five) days from date of receipt of corrected bill along with signed challan at the office of the AGM (HR&A), C. S. Cell after completion of delivery of the materials as per delivery schedule. But considering the large quantities of articles involving bulk amount, part payment against part delivery of the articles may be allowed strictly following the delivery schedule. Bill along with signed challan's to be submitted in triplicate mentioning in each the GST registration number and HSN / SAC Code along with the items to the AGM (HR&A), C. S. Cell, Vidyut Bhavan, 8th Floor, "B" Block, Kolkata-91 for payment by the Manager (HR&A), Estb. Corp., WBSEDCL, 6th Floor, "B" Block, Vidyut Bhavan, in due course. Way bill shall have to be furnished where it is applicable.

GCC.27 Tax deduction:

All statutory deductions (viz. Income Tax, Work Contract Tax, Cess etc.) as per Govt. and statutory rules and TDS, shall be made from all the bills during the entire period of contract.

GCC.28 Mobilization Advance & Secured Advance:

No mobilization advance and/or secured advance shall be allowed for this contract.

GCC.29 Completion of work:

Completion of the work means completion of the work in totality and acceptance/takeover of the same by the Company. Partial or phase wise completion will have no bearing towards consideration of completion period.

GCC.30 Termination of Contract:


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- The WBSEDCL, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor, may terminate the Contract in whole or in part:
- if the Contractor fails to commence/deliver any or all of the Goods/services within the time period(s) specified in the contract, or within any extension thereof granted by the WBSEDCL or
 - If the Contractor fails to perform any other obligation(s) under the Contract or
 - If the Contractor, in the judgment of the WBSEDCL has engaged in corrupt or fraudulent practices in executing the Contract.

If the contractor fails, after 14(fourteen) days of such notice, to proceed with the work in the manner notified, the Company shall terminate the contract forthwith and take possession of the balance work/ materials and have the same allotted to any other agency and the contractor shall be liable to compensate the loss that may be occasioned to the company on that account. Any letter in writing by the controlling officer shall be treated as conclusive on behalf of the company. Extra cost, if incurred by WBSEDCL, to get the unfinished work done through other agency, may be realized from the Contractor's pending bills or security money. If the contract is terminated as above, the Contractor shall have no claim for compensation against WBSEDCL for any loss or deterioration of any materials that the Contractor may have collected or engaged or entered into on account of the work

In addition, such action by the company as aforesaid shall not relieve the contractor of his liability to pay liquidated damages for delay in completion of works. The termination of the contract under this clause shall not entitle the contractor to reduce the value of the performance bank guarantee nor the time thereof. The performance guarantee shall be valid for the full value and for the full period of the contract.

GCC.31 Risk Purchase:

In the event the WBSEDCL terminated the contract in whole or in part, WBSEDCL may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered, and the Contractor shall be liable to the WBSEDCL for any excess costs for such similar goods or services. However, the Contractor shall continue performance of the contract to the extent not terminated. WBSEDCL reserves the right to forfeit Security deposit to the extent of loss so suffered by WBSEDCL and may also deduct the additional amount, if any, so incurred by WBSEDCL from other claim/bill lying with WBSEDCL on account of such default.

GCC.32 Limitation of Liability

Except in cases of criminal negligence or wilful misconduct:

- neither Party shall be liable to the other Party, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, which may be suffered by the other Party in connection with the Contract, other than specifically provided as any obligation of the Party in the Contract, and
- The aggregate liability of the Contractor to the Employer/ purchaser, whether under the Contract, in tort or otherwise, shall not exceed the amount resulting from the application

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of the multiplier is not so specified, the total Contract price or if a multiplier is not so specified, the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective items.

GCC.33 Decision:

Controlling Officer's decision is final in respect of all matters which are left to the decision of the Controlling Officer including the granting or with-holding of certificates.
If, in the opinion of the contractor, a decision made by the Controlling Officer is not in accordance with the meaning and intent of the contract, the contractor may file with the Controlling Officer, within 7 (seven) days after receipt of the decision, a written objection to the decision. Failure to file an objection within the allotted time will be considered as an acceptance of the Controlling Officer's decision and the decision shall become final and binding.

GCC.34 Force Majeure:

If at any time during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, pandemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts, lockdowns or act of God (hereinafter referred to as 'such acts') provided notice of happening of such event is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Controlling Officer as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such act for a period exceeding 60 days, either party may at its option terminate the contract provided also that the Company shall be at liberty to take over from the Contractor at a price to be fixed by WBSEDCL, which shall be final, all unused, undamaged and acceptable material, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the Company may deem fit excepting such materials, bought out components and stores as the contractor may with the concurrence of the Company elect to retain.

WBSEDCL shall not be held responsible or liable to pay for any interruption in the work at the site of the contractor arising out of resistance from the local public and/or due to any resistance towards work.

GCC.35 Liability of Damage:

The Contractor shall be responsible for the loss or damage of the Company's materials during execution of the contract/ order until the completed work is taken over by the Company.

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All documents pertaining to the contract including specifications, correspondences, schedule, notices, operating and maintenance instruction, drawings or any other writings shall be in English language. The metric system of measurement shall be used exclusively in this contract.

GCC.37 Idle Labourer/Machinery:

No claim for idle labour and machinery, additional establishment cost, hire and labor charges of tools & plants would be entertained under any circumstances.

GCC.38 Legal Jurisdiction:

During execution of this contract, if any dispute arises between parties, same shall be settled amicably between WBSEDCL and the Contractor to the extent possible on receipt of written representation by the contractor. For any disputes or differences, if not resolved amicably, competent Civil Court in Kolkata or the Hon'ble High Court at Calcutta, may be approached by either party.

GCC.39 Notice:

Any "Notice" (except regular correspondences or daily instructions related to the site works) to the agency by WBSEDCL under terms of the contract shall be served by Registered Post/Speed Post/Courier or registered mail or by hand at the contractor's office or site office and vice versa.

GCC.40 Price variation:

The rate quoted by the bidder shall remain firm throughout the entire contract period including extended period, if any. No price variation shall be allowed for any reasons whatsoever.

GCC.41 Compliance of Laws:

The Contractor shall, in all matters arising in the performance of the Contract, comply with in all respects, give all notices and pay all fees required by the provisions of any National or State statute, ordinance or other law or any regulation or bye-law of any duly constituted authority. The Contractor shall adhere to the Statutory Provisions under Payment of Minimum Wages Act 1948, Contract Labour (Regulation & Abolition) Act 1970, Employee's Provident Fund & Miscellaneous Provisions Act 1952, Employee's Compensation Act 1923 and other relevant Statutes including subsequent amendments thereof. Non-compliance of the statutory provisions i.e. Contract labour engaged in the job may attract penal action against the Contractor from the Law Enforcing Authorities. All liabilities arising out of the non-compliance of the Law of the Land will have to be borne by the Contractor and WBSEDCL will not be responsible in any manner whatsoever for the same.

GCC.42 WBSEDCL's Personnel:**Controlling Officer:** Additional General Manager (HR&A), Common Service Cell WBSEDCL.**Paying Authority:** Manager (F&A), Establishment Corporate, WBSEDCL.**Consignee/Verifying Officer:** Store in-Charge, Common Service Cell Store/ Quality Control Committee.**Additional General Manager (HR&A)**
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GCC.43 Effecting Recoveries:

Any loss, arising due to non-fulfilment of this contract or another contract, will be recovered from the Security & Performance Deposit/ Guarantees held and /or any other amount due to the agency from the WBSEDCL from this Contract as well as from other contracts.

Severability:

GCC.43 If any clause of this NIT are held to be otherwise unenforceable, the remainder clauses of NIT will still be applicable


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Annexure I

PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER

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

I, _____, Partner/Legal Attorney/ Accredited
Representative of M/S _____, solemnly declare that:

1. We are submitting Tender for the Work _____
Against Tender Notice No _____ dt _____
2. None of the Partners of our firm is relative of employee of _____ (Name of
the Company)
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. If any information and document submitted is found to be false/ incorrect any time,
department may cancel my/our Tender and action as deemed fit may be taken against
me/us, including termination of the contract, forfeiture of all dues including Earnest
Money and banning/ delisting of our firm and all partners of the firm etc.

Signature of the Tenderer

Dated _____

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Annexure-II

Format of Letter for submission of Bid

LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON e-Tendering PORTAL OF NIC)

To
The Additional General Manager (HR&A)
Common Service Cell
West Bengal State Electricity Distribution Company Limited,
8th Floor, Block 'B', Vidyut Bhavan,
Block-DJ, Sector-II, Bidhannagar,
Kolkata- 700091

Sub: Letter for submission of Bid for the work

Ref: 1. NIT No. dated

2. Tender Id No.

Sir,


We offer to execute the work as per our offered bill of quantity in accordance with the conditions of the NIT document as available in the website. The details of the Bid Guarantee and cost of bid, Power of attorney & Undertaking being submitted by us in hard copies, which have been furnished on-line also.

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

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

Thanking you,

Yours faithfully,


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Annexure-III

WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD.
Common Service Cell, 8th Floor: B Block
Vidyut Bhavan: Kolkata 700091

Tender Notice No: WBSEDCL/CSC/Printing/Tender/
E-tender ID:

Dated:

From : **BID PROPOSAL**

Bidder's Name and Address :
Contact person:
Designation :
Telephone No. - (L/L & mobile) :
Fax :
Tender Reference :

To
The Additional General Manager (HR&A),
Common Service Cell
West Bengal State Electricity Distribution Company Limited,
8th Floor, Block 'B', Vidyut Bhavan,
Block-DJ, Sector-II, Bidhannagar,
Kolkata- 700091

**Sub : Invitation to bid for Printing & Supply of Pre-printed
& Offset Printing Items of WBSEDCL**

Sir,

1. We, the undersigned Bidder/(s), having read and examined in details the specifications and other documents of the subject Bid, do hereby propose to execute the contract as per specification as set forth in your Bid-Documents.

2. PRICES AND VALIDITY:

- 2.1. All prices and other terms and conditions of this proposal are valid for a period of 180 (one hundred eighty) days from the date of opening of the technical bids (Cover-1). We further declare that prices stated in our proposal are in accordance with your bidding and prices are firm.
- 2.2. We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipment and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.

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3. **BID GUARANTEE:** We have enclosed a Bid Guarantee in the form of Bank Guarantee/ Online Transaction in favour ofof Rs.....payable at Kolkata of..... vide Ref No..... dated.....
4. **Format of undertaking** - We have enclosed format of undertaking as per annexure -I&II.

5. DEVIATIONS :

We declare that contract shall be executed strictly in accordance with the specifications and documents.

6. WORK SCHEDULE :

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal, we fully understand that the work completion schedule stipulated in the proposal is the essence of the Contract, if awarded. The completion schedule of the various major key phases of the work will be as per time Schedule submitted by us and approved by in order to maintain the completion time schedule of bid documents.

7. CONTRACT PERFORMANCE GUARANTEE :

We further agree that if our proposal is accepted, we shall provide a Contract Performance Guarantee of value, equivalent to 3% (as per norms of WBSEDCL) of contract value in the form of Bank Guarantee/ DD/ PO and also agree to pay additional performance security deposit equivalent to 10% (as per norms of WBSEDCL) of contract value in the form of Bank Guarantee in your favour within stipulated time as mentioned in bid from the date of placement of Letter of Award and undertake to enhance the same, as required, as to be informed time to time.

Dated.....this.....day of.....20

Thanking you, we remain,

Yours faithfully,

Date _____

Place _____

(Signature) _____

(Printed Name) _____

(Designation) _____

(Common Seal) _____

Business Address:

Name & Address of Authorized Signatory


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(A Govt. of West Bengal Enterprise)Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- cscl@wbsecl.inPress Tender Notification no: WBSEDCL/CSC/Printing/Tender/69
E-Tender ID: 2023_WBSED_607488 (Pre-Printed) & 2023_WBSED_607490 (Offset)
Dated- 23.11.2023**Annexure-IV****Format for Techno-Commercial Bid**
Techno-commercial Requirement for Printing & Supply of
Offset Printing Items of WBSEDCL

N.I.T.No. WBSEDCL/CSC/Printing/Tender/

Dated.

1.	Name of firm	:	
2.	Address	:	
	a) Corporate Office/ Business at West Bengal	:	
	b) Head Office	:	
3.	Contact Details:	:	
	a) Telephone Number	:	
	b) Fax number	:	
	c) Email address	:	
	d) Mobile number	:	
	e) Website URL (if any)	:	
4.	Trade License no:	:	
5.	PAN No:	:	
6.	GST Registration No:	:	
	Type of Registration of GST	:	
	Current GST Payment Certificate/ Documents related to LIVE GST & Acknowledgement of GST Return for last 2	:	

Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091
CIN- U40109WB2007S6C113473 Website- www.wbsecl.in

**WBSEDCL**

Common Services Cell

8th Floor 'B' Block

Vidyut Bhavan

West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Telephone No. 033-2334-5828

Tele Fax No. 033-2359-1924

Extension No. 033-23197-213/239

Email Id- csccl@wbsecl.in

Press Tender Notification no: WBSEDCL/CSC/Printing/Tender/69 Dated- 23.11.2023
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	years												
7.	Certificate of Incorporation/ Certificate of Commencement in case of Private/Public Limited Company and Deed of Partnership in case of Partnership firm	:											
8.	Company Identification Number (if any)	:											
9.	Professional Tax Reg. no (if applicable):	:											
10.	Documents related to Printing Press and Corporate office within West Bengal / firms and/ or Sole Proprietorship, having principal place of business in West Bengal in the form of above documents	:											
11.	IT Return for Financial Year 2020-21, 2021-22 & 2022-23	:	<table border="1"> <tr> <th colspan="3">Submitted (Yes/ No)</th> </tr> <tr> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		Submitted (Yes/ No)			2020-21	2021-22	2022-23			
Submitted (Yes/ No)													
2020-21	2021-22	2022-23											
12.	Average Annual Turnover for Financial Year 2020-21, 2021-22 & 2022-23	:	<table border="1"> <tr> <th colspan="3">In Rupees</th> </tr> <tr> <th>2020-21</th> <th>2021-22</th> <th>2022-23</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		In Rupees			2020-21	2021-22	2022-23			
In Rupees													
2020-21	2021-22	2022-23											
13.	Declaration on Non-judicial stamp paper regarding not been Blacklisted/ Holiday	:											
14.	Proof of Manufacturing Unit for OEM	:	<table border="1"> <tr> <th>Type of Document</th> <th>Ref. No.</th> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>		Type of Document	Ref. No.							
Type of Document	Ref. No.												
16.	Self - declaration regarding list of Machineries of OEM in non-judicial stamp paper	:											
17.	Work experience details in support of execution of work with reference to Terms	:	<table border="1"> <tr> <th>Organization where worked with Contact</th> <th>Order No. and Date with</th> <th>Completion Certificate with date</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Organization where worked with Contact	Order No. and Date with	Completion Certificate with date							
Organization where worked with Contact	Order No. and Date with	Completion Certificate with date											

Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091
CIN- U40109WB2007SGC113473 Website- www.wbsecl.in



WBSEDCL
Common Services Cell
8th Floor 'B' Block
Vidyut Bhavan

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

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- cscell@wbsecl.in

Press Tender Notification no: WBSEDCL/CSC/Printing/Tender/69
E-Tender ID: 2023_WBSED_607488 (Pre-Printed) & 2023_WBSED_607490 (Offset) Dated- 23.11.2023

	& Conditions	Telephone No. and FAX No.	Value of the Order	(indicating order reference no.)
18.	Whether the firm had been removed from approved list of suppliers from any organization?	: Yes/No (if yes, give details)		
19.	Whether the firm is demoted to a lower class of suppliers at any organization?	: Yes/No (if yes, give details)		
20.	Whether the firm is having business banned/ suspended by any government department in the past?	: Yes/No (if yes, give details)		
21.	Whether the firm is convicted by a court of law?	: Yes/No (if yes, give details)		
22.	Whether business activities of the firm have been suspended and they are subject to legal proceeding?	: Yes/No (if yes, give details)		
23.	Whether the firm was disqualified pursuant to administrative suspension or disbursement by any Department?	: Yes/No (if yes, give details)		
24.	Whether already enlisted with other department	: Yes/No (if yes, give details)		
25.	Filled up Annexure- I, II, III, IV, VIII, IX & X & Acknowledgement of NIT	:		
26.	Filled up Vendor Mandate Form	:		
27.	Earnest Money Deposition Reference	:		

Certificate

01. I/we certify that I/we have read the Rule of WBSEDCL and am/are prepared to abide by them as amended from time to time.

Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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**WBSEDCL**

Common Services Cell

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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 Applicant(s) with seal

Note: - The complete application form along with EMD should be uploaded in online system/ offline system. Same may have to be submitted to the Office the Additional General Manager (HR&A), Common Service Cell, WBSEDCL at 8th floor B block of Vidyut Bhavan at Block-DJ, Sector-II, Bidhannagar, Kolkata -700091, if required.


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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

CIN- U40109WB2007SGC113473 Website- www.wbasedcl.in

**WBSEDCL**Common Services Cell
8th Floor 'B' Block
Vidyut Bhavan**West Bengal State Electricity Distribution Company Limited**
(A Govt. of West Bengal Enterprise)Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- cscell@wbsecl.inPress Tender Notification no: WBSEDCL/CSC/Printing/Tender/69
E-Tender ID: 2023_WBSED_607488 (Pre-Printed) & 2023_WBSED_607490 (Offset)
Dated- 23.11.2023**Annexure V****Performa of Bank Guarantee for Contract Performance**
(To be stamped in accordance with Stamp Act)

Ref No. _____

Bank Guarantee No. _____

Date : _____

To
The West Bengal State Electricity Distribution Company Ltd.,
Vidyut Bhavan, Salt Lake,
DJ Block, Sector-II,
Kolkata - 700 091 (India).

Dear Sirs,

In consideration of West Bengal State Electricity Distribution Company Ltd. (hereinafter referred to as) which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns having awarded to M/s _____ with its Registered/Head Office at _____ (hereinafter referred to as the 'Contractor') which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns, a Contract by issue of Letter of Award No. _____ dated _____ valued at _____ for _____ (Scope of Contract) and the Contractor having agreed to provide a Contract Performance Guarantee of Rupees _____ only for the faithful performance under the entire Contract to _____ We _____ (Name and Address) having its Head Office at _____ hereinafter referred to as the 'Bank') which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns do hereby guarantee and undertake to pay, on demand any and all moneys payable by the Contractor to the extent of _____ as aforesaid at any time upto (day/month/year) without any demur, reservation, contest recourse or protest and or without any reference to the Contractor. Any such demand made by _____ on the Bank shall be conclusive and binding notwithstanding any difference between the Contractor or any _____ guarantee from time to time extend the time for performance of the Contract by the Contractor. _____ shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time and any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the Contract between the Contractor or any other course of remedy or security available to _____ The Bank shall not be released of its obligations under this presents by any exercise by _____ of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of _____ or any other indulgence shown by _____ or by any other matter or thing whatsoever which under the law would but for this provisions have the effect of relieving the Bank.

The Bank also agrees that at its option shall be entitled to enforce this guarantee against the Bank as a Principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that may have in relation to the contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to _____ and shall remain in force upto and including _____ and shall be extended from _____ time to time for such period, as may be desired by M/s. _____ to whose behalf this guarantee has been given.

Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091
CIN- U40109WB2007SGC113473 Website- www.wbsecl.in

**WBSEDCL**

Common Services Cell

8th Floor 'B' Block

Vidyut Bhavan

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

Telephone No. 033-2334-5828

Tele Fax No. 033-2359-1924

Extension No. 033-23197-213/239

Email Id- csccl@wbasedcl.in

Press Tender Notification no: WBSEDCL/CSC/Printing/Tender/69 Dated- 23.11.2023
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All rights of under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless the enforce a claim under this guarantee against the Bank within six months from the above mentioned date or from the extended date.

Dated this _____ day of _____ 2018 at _____

Witness :

(Signature)_____
(Name)_____
(Official address)_____
(Signature)_____
(Name)_____
(Designation with Bank Stamp)

Attorney as per Power of Attorney No. _____

Date _____


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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 CIN- U40109WB200756C113473 Website- www.wbasedcl.in

West Bengal State Electricity Distribution Company Limited
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Telephone No. 033-2334-5828
Tele Fax No. 033-2339-1924
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Annexure-VI

PROFORMA OF CONTRACT AGREEMENT

(To be executed on a Rs. 100/- Non judicial Stamp Paper)

The AGREEMENT MADE this day of in the year between WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED (WBSEDCL), a company incorporated under Companies Act 1956 having its registered Office at "Vidyut Bhavan", Block-DJ, Sector-II, Bidhannagar, Kolkata-700091, hereinafter referred to as the "Company" (which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) of the ONE PART.

AND

..... hereinafter referred to as the "Contractor" (which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and permitted assigns) of the OTHER PART.

WHEREAS the Company invited tender vide Tender Notice No.
(annexed hereto) for "....."

AND WHEREAS in pursuance of such invitation for tenders the Contractor submitted a tender vide no. dt the Techno-commercial part of which was opened on and the Price bid was opened on (The tender offer is in custody of the Company at present).

AND WHEREAS AFTER consideration of the tender submitted by the Contractor, with clarification(s), the Company accepted the said tender submitted by the Contractor and placed Letter of Award no.

NOW THEREFORE, The Company and the Contractor agree as follows:

1. The Contractor agrees to undertake the work of as per Letter of Award/Order no. dt referred to above.
2. The Company agrees to pay the contractor as per the Letter of Award no. dt referred to above.
3. Both the Contractor and the Company agree that for the purpose of jurisdiction of court in regard to any dispute arising out of this agreement, this agreement shall be deemed to have been executed within the jurisdiction of the High Court, Kolkata.


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL



WBSEDCL
Common Services Cell
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Vidyut Bhavan

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Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- csccll@wbasedcl.in

Press Tender Notification no: WBSEDCL/CSC/Printing/Tender/69 Dated- 23.11.2023
E-Tender ID: 2023_WBSED_607488 (Pre-Printed) & 2023_WBSED_607490 (Offset)

IN WITNESS WHEREOF the parties have hereunder affixed their signature, on the day, the
month and year written as above.
SIGNED, SEALED AND DELIVERED

..... Contractor Company
..... Witness Witness
..... Witness Witness


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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CIN- U40109WB2007SGC113473 Website- www.wbasedcl.in



WBSEDCL
Common Services Cell
8th Floor 'B' Block
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Telephone No. 033-2334-5828
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Annexure-VII

West Bengal State Electricity Distribution Company Limited
Common Service Cell, 8th Floor 'B' Block
Vidyut Bhavan, Kolkata-91

(NOT TO BE QUOTED. PLEASE REFER BOQ AS PER TERMS OF NIT)

Name of
the Bidder/
Bidding
Firm:

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.)

Sl. No.	Item Description	Quantity	Units	Rate per	BASIC RATE in Figures To be entered by the Bidder (Cost of per unit/1000 as per Rate Per dozen and NIT including all the levies / duties / cess / freight & all other incidentals payable as per statute, only excluding GST)	GST (if applicable in Percentage)	GST Amount in Rs. P	TOTAL AMOUNT excluding taxes in Rs. P	TOTAL AMOUNT including taxes in Rs. P	TOTAL AMOUNT in Words
1 PRE-PRINTED ITEMS										
1.01	Industrial/Agriculture Feeder BIL Form (DAF)	40,00,000	Sheets	1000			0.00	0.000	0.000	NR Zero Only
1.02	Form for Data/View (DAF)	1,00,00,000	Sheets	5000				0.000	0.000	NR Zero Only
1.03	Bulk Energy Bill (DAF)	3,00,000	Sheets	1000				0.000	0.000	NR Zero Only
1.04	Bulk Form (DAF)	2,00,000	Sheets	1000				0.000	0.000	NR Zero Only
2 OFFSET PRINTING ITEMS										
2.01	RESOLUTION OF LETTERS (WBSEDCL 74)	10,000	Nos	1			0.00	0.000	0.000	NR Zero Only
2.02	Water Energy Book	30	Nos	1			0.00	0.000	0.000	NR Zero Only
Total in Figures								0.000	0.000	NR Zero Only

NOT TO BE QUOTED HERE

To be filled up by the contractor:

As the Item wise L1 bidder(s) will be evaluated as per total rate for each item, inclusive of GST. Thus, it is mandatory to quote for Basic Rate and GST (if applicable) separately Non-quotation of any rates as per instruction would make the bid non-responsive.

ITB.17.2 Basic Rate: The Basic Rate should be quoted as cost of each type of item per unit/per 1000 as per NIT & BOQ, including all the levies / duties / cess / freight & all other incidental charges as per statute, only excluding GST (if applicable) in the **Basic Rate** column of BOQ (excel cell column reference no. M).

Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091
CIN- U40109WB200756C113473 Website- www.wbsecl.in



WBSEDCL

Common Services Cell
8th Floor 'B' Block
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West Bengal State Electricity Distribution Company Limited
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Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/219
Email Id- cscell@wbasedcl.in

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ITB.17.3 Applicable GST: Only Applicable GST, if any, should be mentioned (in percentage form) separately in the **GST** column of BOQ (excel cell column reference no. N). Process for quoting of GST based on **Type of Registration of GST** of the vendors should be as follows-

- c) **Regular:** It is mandatory to quote GST in percentage form in the **GST** column of BOQ for all the items. Overall rate will be calculated on basis of Basic rate plus applicable GST.
- d) **Composite:** It is mandatory not to quote GST in percentage form in the **GST** column of BOQ. Overall rate will be calculated on basis of Basic rate only.


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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WBSEDCL
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Dated- 23.11.2023

Annexure-VIII

MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENTS (TO BE FILL IN BLOCK LETTER)


1. NAME OF THE VENDOR :
2. ERP VENDOR NO:
3. Vendor Type: Company / Partnership / Proprietorship / Self Help Grp / HUF/Others :
4. ADDRESS:
5. TELEPHONE NO. & FAX NO:
6. MOBILE PHONE :
7. E-mail:
8. P.A.N. NO. (MANDATORY):

--	--	--	--	--	--	--	--	--	--
9. GST REGISTRATION NO:
10. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)
 - i) Name of Account Holder:
 - ii) BANK NAME :
 - iii) BRANCH NAME & ADDRESS :
 - iv) BANK BRANCH TELEPHONE NO:
 - v) Account type (whether SB or Current):
 - vi) ACCOUNT NO:

--	--	--	--	--	--	--	--	--	--
 - vii) BANK'S MICR CODE:

--	--	--	--	--	--	--	--	--	--
 - viii) BANK'S IFS CODE:

--	--	--	--	--	--	--	--	--	--
11. DECLARATION OF THE PARTY:


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL



WBSEDCL

Common Services Cell
8th Floor B Block
Vidyut Bhavan

West Bengal State Electricity Distribution Company Limited
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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.]

SIGNATURE OF BANK OFFICIAL WITH SEAL.


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Annexure-IX

Undertaking (to be submitted in non-judicial stamp paper)


I have solemnly declared that the sample paper specimens submitted by me are as per specifications provided in BOQ. The branded papers & Boards as submitted by me are

Sl. No.	Name of Items	GSM	Type	Brand
1	INDUSTRIAL/AGRICULTURE ENERGY BILL FORM (SAP)			
2	NOTICE FOR DOM/COM (SAP)			
3	BULK ENERGY BILL (SAP)			
4	BULK NOTICE (SAP)			
5	REGISTER OF LETTER ISSUED (WBSEDCL-76)			
6	VISITOR ENTRY BOOK			

I am declaring that the materials delivered by me will be as per samples and specimens as per NIT & BOQ.

If, the materials are found other than the samples and specifications provided in BOQ, any time during delivery period of the materials, the Authority of WBSEDCL reserves the right to terminate my order / LOA and can take any penal measure against me and can forfeit my performance guarantee, bills lying with WBSEDCL.

Yours faithfully,


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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**WBSEDCL**

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Annexure-X

NIT. No:

Dated:

FORMAT FOR FURNISHING GST RATE AND HSN /SAC CODE FOR THE BIDDING ITEM

Sl. No	Description of Work / Item(s)	HSN /SAC Code against item	GST Rate against Item (%)
1	INDUSTRIAL/AGRICULTURE ENERGY BILL FORM (SAP)		
2	NOTICE FOR DOM/COM (SAP)		
3	BULK ENERGY BILL. (SAP)		
4	BULK NOTICE (SAP)		
5	REGISTER OF LETTER ISSUED (WBSEDCL-76)		
6	VISITOR ENTRY BOOK		


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
Extension No. 033-23197-213/239
Email Id- csccll@wbasedcl.in

Press Tender Notification no: WBSEDCL/CSC/Printing/Tender/69
E-Tender ID: 2023_WBSED_607488 (Pre-Printed) & 2023_WBSED_607490 (Offset)

Dated- 23.11.2023

Annexure XI

Proforma of Bank Guarantee for Bid Guarantee
(To be stamped in accordance with Stamp Act)

Ref. No. :

Date :

To
The West Bengal State Electricity Distribution Company Ltd.
Vidyut Bhavan
DJ Block, Sector - II
Salt Lake, Kolkata - 700 091

Dear Sirs,

In accordance with your Notice Inviting Tender (NIT) under your Specification No. _____ M/s _____ having its Registered Head Office at _____ (hereinafter called the Bidder) wish to participate in the said Tender for _____.

As an Irrevocable Bank Guarantee against Bid Guarantee for an amount of _____ having validity of initially for 180 days from the date of opening of techno commercial bid with claim period of 30 days is required to be submitted by the Bidder as a condition precedent for participation in the said Tender, which amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender Documents.

We, the _____ Bank at _____ having our Head Office at _____ (Address of Bank) guarantee and undertake to pay immediately on demand by West Bengal State Electricity Distribution Company Ltd. the amount of _____ (In words and figures) without any reservation, protest, demur and recourse. Any such demand made by said Purchaser shall be conclusive and binding on us irrespective of any dispute of difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to @ _____. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s _____ on whose behalf this Guarantee is issued.

All rights of West Bengal State Electricity Distribution Company Ltd. under this Guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless brings any suit or, section to enforce a claim under this Guarantee against the Bank within thirty days from the above mentioned expiry date of validity or, from that of the extended date.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on this _____ day of _____ 2022 at _____.

WITNESS:-

(Signature)

(Name)

(Official address)

(Signature)

(Name)

(Designation with Bank Stamp)

Attorney as per Power of Attorney No. _____
Date _____

@

This date should be initially for one eighty days (180) days and may be extended from time to time

Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091
CIN- U40109WB2007S6C113473 Website- www.wbasedcl.in

**WBSEDCL**

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

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

Telephone No. 033-2334-5828
Tele Fax No. 033-2359-1924
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BENEFICIARY DETAILS OF WBSEDCL	
WBSEDCL PAN	AAACW6953H
WBSEDCL LEI	335800XAI21.VH4RAVP09
BANK NAME	PUNJAB NATIONAL BANK
BRANCH	MAYUKH BHAWAN
ACCOUNT NO.	1096250031639
IFSC	PUNB0109620


Additional General Manager (HR&A)
Common Service Cell, WBSEDCL

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Registered Office: Vidyut Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata - 700091
CIN- U40109WB200756C113473 Website- www.wbasedcl.in