



West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)

Hydel Headquarters

Fax : 0353-2540597

Telephone: 0353-2542156

E-mail: cehwbasedcl@rediffmail.com

Power House Complex,
2nd Mile Sevoke Road,
Siliguri, PIN - 734001

TENDER NOTICE NO. CEH/HRA/2022-23/ 22

Dated: 24/01/2023

Sealed tenders with firms own seal are hereby invited for Supply & Delivery of Office Stationery Items at Office of the Chief Engineer (Hydel), WBSEDCL, Power House Complex, 2nd Mile , Sevoke Road, Siliguri.

Tender will be received up to 2 P.M on 09.02.2023 and will be opened on the same day at 3.00 p.m.in presence of the attending tenderers or their authorized representative.

Name of The Work:- "Supply & Delivery of Office Stationery Items at Office of the Chief Engineer (Hydel), WBSEDCL, Power House Complex, 2nd Mile , Sevoke Road, Siliguri..".

The work is to be completed within 30(Thirty) days from the date of receipt of the order.

Schedule for key information of this Tender

i)	Place for issuance of Tender Document, submission of Tender Document and Opening of bid	Office of the Chief Engineer(Hdel), Hydel H.Q WBSEDCL, Power House Complex, 2 nd Mile, Sevoke Road, Siliguri, Pin-734001 Dist- Darjeeling, West Bengal
ii)	Date and time for issue of Tender Document	Up to 14.00 Hrs of 6 th February, 2023
iii)	Last Date and time for submission of bid	Up to 14.00 Hrs of 9 th February, 2023
iv)	Date and time for opening of bid in presence of Bidders or their representative	At 15.00 Hrs of 9 th February, 2023

Terms and Conditions:-

- 1) Rate should be quoted both in words and in figures, inclusive of all Taxes and duties applicable for execution of work and mention the G.S.T and PAN, Offer shall remain valid for 180 days from the date of opening of tender.
- 2) The rate quoted by the Tenderer shall be firm & net. No price escalation or revision of rates shall be considered during the period.
- 3) Price & HSN Code to be quoted in the enclosed Annex-A.
- 4) Reference of Tender Notice with due date of opening should be mentioned in the envelope.
- 5) Rate quoted should be inclusive of all Transportation and Labour charges.
- 6) The Company reserves the right to reject or accept any or all tenders without assigning any reason whatsoever.
- 7) Quantity of the item tendered for may vary up to $\pm 25\%$ according to the requirement.
- 8) WBSEDCL will have the right to place the order for any quantity
- 9) Tender documents will not be issued by post. The intending tenderers shall submit self -attested photocopies of valid GST registration Certificate, PAN Card, Trade License, order copy of similar type of job. The tender documents shall only be issued after verification of all credentials. If any dispute in records is found the particular tender application for issue of Tender paper will not be considered for acceptance.
- 10) The Tenderer should put their signature with seal in all pages of the tender documents.



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- 11) Any correction in quoted rate should be duly attested by the Tenderers.
- 12) The Tenderers are to submit the tender papers in the tender box at the office of the Chief Engineer(Hydel), HHQ, Power House Complex, 2nd Mile, Sevoke Road, Siliguri. Tender received after due time shall not be entertained under any circumstances.
- 13) Penalty shall be imposed in case of delay for supply of materials beyond the last date, @ 1/2 % per week, subject to a maximum @10% of the order value.
- 14) 100% Payment will be made after delivery of material lieu with the order, against submission of GST prescribed bills along with delivery challan in duplicate duly certified by the Controlling Officer. Payment will be made through Bank. The GST will be applicable, as per statute.
- 15) a. Supervising Officer :- The Manager (HR&A), HHQ
b. Paying Authority: The Manager (F&A), HHQ

S. K. Deb
24/1/23

(Sibes Kr. Deb)

Chief Engineer, (Hydel)
Hydel HQ

Memo no. CEH/G-31(A)/644(i-iii)

Dated: 24.01.23

Copy forwarded for information to:

1. The Addl.C.E & Project Manager - JHP/RHP/TCFHP
(Requesting for arrangement of display on Notice Board Please.)
2. The Zonal Manager, Siliguri Zone, WBSEDCL
(Requesting for arrangement of display on Notice Board Please)
3. The Addl. G.M. (F&A), HHQ, WBSEDCL, Siliguri.
4. The Manager (HR&A), HHQ, WBSEDCL, Siliguri
5. The Manager (F&A), HHQ, WBSEDCL, Siliguri
6. Notice Board

S. K. Deb
24/1/23

Chief Engineer (Hydel)
Hydel H.Q.

S. K. Deb
24.01.23