



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Enterprise)

Corporate Identity No. : U40104WB1985SGC039154

: Registered & Corporate Office :

'Bidyut Unnayan Bhaban', Plot No. 3/C, LA-Block, Sector-III, Bidhannagar, Kolkata - 700 098

• Phone : (033) 2335-0571/2339-3100 • Fax : (033) 2339-3186/2339-3286/2339-3197

• Website : www.wbpdccl.co.in

NOTICE INVITING TENDER

Tender Reference No. : COHRA01010010/ 3742

Date: 18 - 09 - 2018

Tender in two step bid system are invited from reputed and resourceful agencies in West Bengal for awarding the job of to & fro Courier Service from the Bidyut Unnayan Bhaban, Corporate Office WBPDCCL to Kolaghat Thermal Power Station(K.T.P.S.).

A) Name of the Job: To and Fro Courier Service from The West Bengal Power Development Corporation Ltd. "Bidyut Unnayan Bhaban", Plot No.3/C, LA-Block, Sector-III, Saltlake City, WBPDCCL to Kolaghat Thermal Power Station, (K.T.P.S.), PO-Mecheda, Dist-Purba Medinipur, PIN-721137.

B) Scope of Job:

i) Receipt and Delivery of official Letters, Documents, Stationeries, Parcels etc. from Corporate Office, WBPDCCL to K.T.P.S. Except holidays i.e. (Sunday & Other holidays) and vice versa.

ii) Letters, Documents, Stationeries, Parcels etc. without any weight limitation shall be collected from the "Kolaghat Thermal Power Station, P.O.-Mecheda, Dist-Purba Medinipur", in the morning and deliver the same to the "WBPDCCL, Corporate Office at Bidyut Unnayan Bhaban, 3/C, Block-LA, Sector-III, Saltlake City, Kolkata-700098 within 4.00 P.M. everyday.

iii) Similarly, Letters, Documents, Stationeries, Parcels etc. to be collected from the "Bidyut Unnayan Bhaban", Corporate office within 5.00 P.M. everyday and the same is to be delivered in the next morning at KTPS.

C) Period of Contract: Initially the contract shall be awarded for 12 months, which may be extended at the same rate terms and condition for another 6 months based on satisfactory performance of the agency and/or on management decision.

D) Bid System: The tender shall contain two parts (Enclosed As Annexure A & B).

- 1) **Qualifying Requirement** wherein the prospective bidder has to submit self attested copies of
 - i) Trade License (up to date),
 - ii) GST Registration Certificate,
 - iii) PAN Card,
 - iv) IT Return for last 3 years ,
 - v) Copies of work order/agreement/certificate etc., credentials certifying that the agency has experience in providing courier service in any large industrial house.

The tender document issued has to be submitted after due endorsement by the agency as notional acceptance of terms and condition of tender.

Further, the agency has to submit Annexure A mentioning all details.

- 2) **Price Bid** shall contain the rate at which the agency is willing to undertake the job for the above mentioned contract period in the format enclosed as Annexure-B.

E) Submission of Tender: The tender have to submit in a sealed cover duly Super-scribing on the envelope the Name of the agency, name of the job and the tender reference number and containing the bids in two separate envelopes duly super-scribed **Qualifying Requirement & Price Bid** which is to be submitted to The General Manager(HR&A) "Bidyut Unnayan Bhaban", 3/C, LA-Block, Sector-III, Salt Lake City, Kolkata-700 098 on all working days within 11.10.2018, 2:00 pm.

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Bandel Thermal Power Station
GM-(033) 2684 6369
E-mail : gmbtps@wbpdccl.co.in
FAX : 2684 6151

Santalidih Thermal Power Station
GM-(03251) 260 227/250/341
E-mail : gmstps@wbpdccl.co.in
FAX : 260 217, PBX : 260 197

Kolaghat Thermal Power Station
GM-(03228) 231 110
E-mail : gmktps@wbpdccl.co.in
FAX : 231 280

Bakreswar Thermal Power Station
GM-(03462) 220 201
E-mail : gmbktp@wbpdccl.co.in
FAX : 220 214, 220 346

Sagardighi Thermal Power Project
GM-(03483) 237 099, E-mail : gmsgtpp@wbpdccl.co.in

The West Bengal Power Development Corporation Limited

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Tender received through post and after due date & time will not be entertained under any circumstances.

F) Evaluation of Tender: The WBPDCCL reserve the right to accept any tender or reject any or all tenders or split the tender or cancel/ withdraw the invitation of tender, without assigning any reason for such decision. Such decision by the WBPDCCL shall not be subject to question by any tenders and the WBPDCCL shall bear no liability consequent upon such decision.

G) Opening of Tender: Tender paper received within the due date and time will be opened on 12.10.18 at 11.00 am in presence of the participating bidders.

H) Terms & Conditions:

- i) The agency has to deliver the documents positively within 4.00 P.M. at Corporate Office and collect the same within 5.00 P.M.
- ii) Courier Agency will be liable for the loss or damage of Letters, Documents, Stationeries, Parcels etc. which are in Courier's custody.
- iii) Receipts copy are required to produce against all the articles so delivered.
- iv) Monthly payment will be released after complete verification of POD(s).
- v) Security Deposit (in cash) of Rs.1000/- (Rupees One thousand only) is to be deposited at cash section ,Corporate Office.
- vi) Suitable demurrage will be charged for any Letters, Documents, Stationeries, Parcels etc. if loss or damage or non delivery of the said items. The amount of demurrage will be decided by the HR&A department, Corporate Office and the demurrage amount have to be paid by the Courier agency.


(B. Guha)

General Manager (HR&A)

ANNEXURE A

Qualifying Requirement:

Name of Agency:	
Address:	
Trade License (up to date):	
PAN:	
GST NO:	
Last 3 Years IT Return:	
Copies of Work Order/Agreement/Certificate/Credential Certificate,etc.	

ANNEXURE B

Price Bid:

Name of Agency:	
Address:	
SAC (Services Accounting Code)	
RATE(Rs.)PER MONTH	
GST(%)	

