



WBPDC

# 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 - 700 106

• Phone : (033) 2339-3200 / 3300 • Fax : (033) 2339-3186 / 2339-3286 / 2339-3197

• Website : www.wbpdcl.co.in

## NOTICE INVITING TENDER

Tender Reference No. : COHRA00310019/ 116

Date: 13.01.2021

Sealed rate quotation are invited for "Printing and Delivery of Service Certificate " at "Bidyut Unnayan Bhaban", WBPDC in the following format as per description given below:-

Sl. No.	Description of items	HSN CODE	Quantity	Rate (In Rupees) Per pieces	GST, If any
01	<b>Digital Printing and editing of Service Certificates</b> [as per our design] a. <u>Paper Size:</u> 10X14 inch b. <u>Paper quality:</u> 260 gsm Metallic Paper c. <u>Certificate Colour:</u> Golden	4907	125 Nos.		

### General terms & conditions:

1. The items as stated above shall have to be print and delivered at no extra cost to "Bidyut Unnayan Bhaban", plot No.-3/C, LA-Block, Sector-III, Bidhannagar, Kolkata -700 106, time to time as per order.
2. The following documents are required as qualifying requirement and to be submitted along with the rate quotation in a separate envelope
  - a. **Trade License (up to date),**
  - b. **GST registration certificate**
  - c. **Copy of PAN card**
  - d. **Bank A/c No. with name of the holder**
3. The tender have to submit rate quotation in a sealed cover duly Super-scribing on the envelope the Name of the agency, name of the job and the tender reference number which may be submitted to The General Manager (HR&A),WBPDC, "Bidyut Unnayan Bhaban", 3/C, LA-Block, Sector-III, Salt Lake City, Kolkata-700 106 on all working days within **29.01.2021, 2:00 pm.**
4. Tender received through post and / after due date and time will not be entertained
5. Tender paper received within the due date and time will be opened on **01.02.2020 at 11:00 am.**
6. The Contract will be valid for a period of 12 months w.e.f. 01.04.2021 with provision of six months extension with same terms & conditions on basis of satisfactory performance. The quantity of Service Certificate may increase by +/- 20%.
7. The WBPDC reserves the right to accept or reject any or all offers or cancel/withdraw the invitation of rate quotation, without assigning any reason for such decision. Such decision by the WBPDC shall not be subject to question by any bidder and the WBPDC shall bear no liability consequent upon such decision.

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

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

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

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


### Sagardighi Thermal Power Project

GM - (03483) 237 099, E-mail : gmstgpp@wbpdcl.co.in  
Fax : (03483) 237 002

# The West Bengal Power Development Corporation Limited

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8. Soft copy of design of Service Certificate and data of retiring employee(s) will be forwarded from our end. However, necessary editing & incorporation in the service certificate will be done by agency.
9. Service Certificate has to be supplied month wise as per our requirement.
10. The agency has to be supply material within 07 days after providing the data.
11. The agency may meet at the HR&A Department on 18/01/2021 at 11:00am for Sample verification and queries, if any.
12. The management reserves the right to terminate the contract with 07(seven) days notice if performance/service is found to be non-satisfactory.

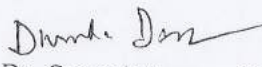
  
 (Biswapriya Guha)  
 General Manager (HR&A)  
 Corporate Office, WBPDCCL

Memo No: COHRA12010020/116 (i - iii)

Date: 13.01.2021

Copy forwarded for information to:

- i. The Director (HR) / (F&A) Corporate Office, WBPDCCL.
- ii. The General Manager (M&C), Corporate, Office, WBPDCCL- please arrange to upload in the WBPDCCL internet.
- iii. The Dy. General Manager (F&A), Corporate Office, WBPDCCL- You are requested to depute your representative at the time of tender opening on 16.01.2021 at 11:00 hrs.

 13/01/2021  
 Dy. General Manager (HR&A)  
 Corporate Office, WBPDCCL