



Registered & Corporate Office:
"Bidyut Unnayan Bhaban",
Plot No. 3/C, LA-Block, Sector-III,
Salt Lake City, Kolkata-700 106

NOTICE INVITING TENDER

Tender Reference Nos. : COHRA01410009/ 3229

Date: 08.12.22

Tender in two step bid system are invited from agencies for awarding the job of to and fro Courier Service from Bidyut Unnayan Bhaban, Corporate Office WBPDCCL to following Coal Mines Offices as detailed below:

Sl. No	Office	Address
1.	Mining Regional Office	DPL Coke Oven Colony, Durgapur, Paschim Barddhaman, 713201
2.	Barjora (North)Coal Mines	Ghutgoria, Dist-Bankura, WB, Pin-722168
3.	Barjore Coal Mines	Churar, Dist- Birbhum, WB, Pin-731133
4.	PFPD Railway Siding	Durgapur, Dist- Paschim Barddhaman, WB, Pin-713211
5.	Tara (East & West)Coal Mines	Churulia, Dist- Paschim Barddhaman, WB, Pin-713368
6.	Pachhwara (North) Coal Mines	Amrapada, Dist-Pakur, Jharkhand, Pin-814111
7.	Pakur Railway Siding	Pakur, Dist- Pakur, Jharkhand Pin-816107
8.	Gangaramchak & Gangaramchak Bhadulia Coal Mines	Bhadulia, Nakrakonda,Dist-Birbhum, WB, Pin-731125

- Scope of Job:** Receipt and delivery of official documents & packages to and fro from Corp. Office, WBPDCCL to the offices as noted above.
- Period of Contract:** Initially the contract shall be awarded for 06 months, which may be extended at the same rate terms and condition for another 3 months based on satisfactory performance of the agency and/or on management discretion.
- Frequency of service:** In a month minimum 13 Nos. of to & fro totaling 26 nos services are required to be provided. However, in case of increase or decrease in No. of services, prorata basis payment to be made.
- Receipt of tender:** Tender paper in 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 separate envelopes duly super-scribed Qualifying requirement & Price Bid may be submitted within 20.12.2022, within 4:00 pm at Corporate Office, WBPDCCL. No tender submission received through post and after due date and time will be entertained.
- Bid system :** The tender shall contain two part :-
 - Annexure-A: 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) Last IT return also the tender document issued has to be submitted after due endorsement by the as notional acceptance of terms and condition of tender, and L1 bidder.

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The West Bengal Power Development Corporation Limited

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ii) **Annexure-B: Price Bid** shall contain the rate at which the agency is willing to undertake the job for the above mentioned contract period. The bid shall be submitted in separate envelopes marked as "Qualifying Requirement & Price Bid respectively".

6. **Opening of tender:** Tender paper received within the due date and time will be opened on 21.12.2022.
7. **Evaluation of Tender:** The WBPDCCL reserves 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 bidders and the WBPDCCL shall bear no liability consequent upon such decision.
8. **Cancellation of Contract:** The Management reserves the right to terminate the contract with 07 (seven) days notice if performance/service is found to be non-satisfactory.

Sd/-


(B N Mazumdar)
General Manager (HR&A)

Date: 08.12.22

Memo No.: COHRA01410009/ 3229 (i - iv)

Copy forwarded for kind information to:

1. The Director (HR)/ (F&A) & Company Secretary, Corporate Office, WBPDCCL.
2. The General Manager (M&C), Corporate Office, WBPDCCL-for arrangement to upload in the WBPDCCL internet, please.
3. The Dy. General Manager (F&A), Corporate Office, WBPDCCL- You are requested to depute your representative at the time of tender opening on 21.12.2022.


General Manager(HR&A)

Mr. (M&C), Asst. SD
May pl. upload.
D. S. 8-12-22

Annexure-A

Tender reference No. COHRA/014/10009/ 3229

Date: 08-12-22

List: Detail of documents :

Sl. No.	Description	Detail	Remarks
1.	Name of agency		Attested copies of all documents to be submitted.
2.	Trade License No.:		
3.	GST No.:		
4.	PAN No.:		
5.	Current IT return:		

Name of agency:

Signature with seal:

Date:

Annexure – B

Tender reference No. COHRA/014/10009/ 3229 Date: 08.12.22.

Rate quotation:

Sl. No	Courier destination	HSN Code	GST%	Rate in Rs. (per day)
1.	Mining Regional Office			
2.	Barjora (North)Coal Mines			
3.	Barjore Churar Coal Mines			
4.	PFPD Railway Siding			
5.	Tara (East & West) Coal Mines			
6.	Pachhwara (North) Coal Mines			
	Pakur Railway Siding			
	Gangaramchak & Gangaramchak Bhadulia Coal Mines			

Name of Agency:

Signature with seal:

Date:

