



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Enterprise)

Corporate Identity No. U40104WB1985SGCO39154

: Registered & Corporate Office :

“Bidyut Unnayan Bhaban”, Plot No. 3/C, LA-Block, Sector III, Bidhannagar, Kolkata - 700106

● 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/ 1756

Date: 17.07.23

Sealed rate quotation are invited for “Printing and Delivery of Service Certificate” at “Bidyut Unnayan Bhaban”, WBPDCCL 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.	Digital Printing and editing of Service Certificates [as per our design] a. Paper Size: 10X14 inch b. Paper quality: 260 gsm Metallic Paper c. Certificate Colour- Golden	4907	93 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), WBPDCCL, Bidyut Unnayan Bhaban”, 3/C, LA-Block, Sector-III, Salt Lake City, Kolkata-700106 within 01.08.2023, 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 02.08.2023 at 11:00 am.
6. The Contract will be valid for a period of 12 months w.e.f. 01.09.2023 with provision of six months' extension with same terms & conditions on basis of satisfactory performance. The quantity of Service Certificate may increase by +/- 20%.

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

Santaldih 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 : gmsgtpp@wbpdcl.co.in
Fax : (03483) 237 002

The West Bengal Power Development Corporation Limited

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7. The WBPDCCL 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 WBPDCCL shall not be subject to question by any bidder and the WBPDCCL shall bear no liability consequent upon such decision.
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 20/07/2023 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.

Thanking You

Yours faithfully

Sd/-

General Manager (HR&A)
Corporate Office, WBPDCCL

Date: 17.07.23

Memo No: COHRA12010020/1756(1-IV)

Copy forwarded for kind 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 02.08.2023 at 11:00 hrs.


General Manager (HR&A)
Corporate Office, WBPDCCL