



# 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.wbpdcl.co.in

## NOTICE INVITING TENDER

Tender Reference Nos. : COHRA01010010/2499

Date: 15-06-2018

Tender in two step bid system are invited from reputed and resourceful agencies in West Bengal for awarding Courier Service job from the Bidyut Unnayan Bhaban, Corporate Office WBPDCCL to locally within West Bengal, across inter-state and international locations.

**A) Name of the Job:** Courier Service jobs from The West Bengal Power Development Corporation Ltd. "Bidyut Unnayan Bhaban", Plot No. 3/C, LA-Block, Sector-III, Saltlake City, WBPDCCL to locally, within West Bengal, across inter-state and international locations.

### **B) Scope of Job:**

- i. Delivery of official Letters, Documents, Stationeries, Parcels etc. from the Bidyut Unnayan Bhaban, Corporate Office WBPDCCL to locally and within West Bengal, across inter-state and international locations. Except holidays i.e. (Sunday & Other holidays).
- ii. The courier services has to executed without any weight limitation from the "WBPDCCL, Corporate Office at Bidyut Unnayan Bhaban, 3/C, Bock-LA, Sector-III, Saltlake City, Kolkata-700098. The material has been collected from the Corporate Office every day within 03:00 p.m.
- iii. Similarly, Letters, Documents, Stationeries, Parcels etc. has to be delivered in the respective address as early as possible and submit the POD copy immediately after delivery.

**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.**

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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 : gmsgtpp@wbpdcl.co.in

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**D) Bid System :** The tender shall contain two part:

- 1) **Qualifying Requirement** wherein the prospective bidder has to submit the following documents:
  - a. Self attested copies of Trade License (up to date),
  - b. GST Registration Certificate,
  - c. PAN Card,
  - d. IT returns for **Last 3 years**
  - e. Audited Balance Sheets for **Last 3 years**
  - f. 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. Such information has to be provided in Annexure – A.

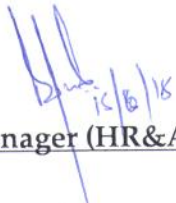
- 2) **Price Bid** shall contain the rate at which the agency is willing to undertake the job for the above mentioned contract period. The price has to be quoted in Annexure-B.

**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 envelopes duly super-scribed **Qualifying requirement & Price Bid** which may be submitted to The GM(HR&A) "Bidyut Unnayan Bhaban", 3/C, LA-Block, Sector-III, Salt Lake City, Kolkata-700 098 on all working days within **06.07.2018, 2:00 pm.**

No tender submission received through post and after due date and time will be entertained.

**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 **09.07.2018 at 11.00 am** in presence of the participating bidders.

  
**General Manager (HR&A)**

# The West Bengal Power Development Corporation Limited

## ANNEXURE – A

### I) Qualifying Requirement :

<b>Name of Agency:</b>	
<b>Address:</b>	
<b>PAN</b>	
<b>GST NO:</b>	
<b>Audited Balance Sheet for Last 3 years</b>	
<b>IT Returns for Last 3 years</b>	
<b>Copies of Work Order /Agreement / Certificate / Credential Certificate, etc.</b>	

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## ANNEXURE – B

### II) Price Bid:

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

Sl. No.	Weight	Rate to be quoted in Rs.			
		Locally	Within West Bengal	Other State	International
01.	Up to 50 gms.				
02.	Above 51 gms. To 250 gms.				
03.	Above 251 gms. To 500 gms.				
04.	Above 250 gms. To 500 gms.				
05.	Additional 500 grams or part thereof				