



THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED

(A Government of West Bengal Enterprise)

Sagardighi Thermal Power Project.

Vill+PO : Monigram x Dist: Murshidabad PIN-742237.

Memo No.: Sg.T.P.P./Tender/HR&A/Printing/11994

Date: 06/12/13

Tender Notice

1. SEALED TENDERS are invited from reputed Printers/Firms for the Printing and supply of stationery items as per the list enclosed.
2. SALE OF TENDERS/LAST DATE OF RECEIPT AND OPENING OF TENDERS

Issue of Tenders: A complete set of Tender Documents (Non-transferable) giving terms and conditions will be available upto 20th December, 2013 between 10AM to 3PM on all working days. The Tender documents can also be downloaded from www.wbpdcl.co.in and can be submitted at the drop box situated at the central receive and despatch section, 1st floor, New Administrative Building, Vill+P.O- Monigram, Dist- Murshidabad, SgTPP/WBPDCL.

Last date of Receipt: The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should be dropped in the Tender Box Placed at the central receive and despatch section, 1st floor, New Administrative building, Vill+P.O- Monigram, Dist- Murshidabad, SgTPP/WBPDCL upto 20th December, 2013 by 03:00 PM. In case date of receipt of tenders happens to be declared a public holiday, the tender will be accepted on next working day till 03:00 PM. Late Bids i.e., bids received after the specified date and time of receipt, will not be considered. For Postal/ Courier delays and loss of Tender documents in transit, the WBPDC will not be responsible.

Telegraphic/Telex/Fax/E-mail/ conditional/ incomplete Tenders are not entertained and shall be rejected.

Opening of Tenders: Tenders will be opened on dates & time mentioned in advertisement (20th December, 2013 at 03.30 PM) in the presence of tenderers or their authorized representatives. In case, date of opening of tender happens to be declared a public holiday, the tender shall be opened on next tender opening day (i.e Monday/ Wednesday/Friday). Other conditions will remain unchanged.

Date of opening of Price Bid: Date of opening of price bid will be fixed after completion of the Technical Evaluation. Only tenders of technically qualified tenderers will be opened.

Regd. & Corporate Office: "Bidyut Unnayan Bhaban", Plot No: 3/C, LA Block, Sector - III, Salt Lake City, Kolkata - 700 098



Signing of Tender: Individuals signing tender or other documents connected with the contract specify:

- (i) Whether signing as a "Sole Proprietor" of the firm or his attorney.
- (ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
- (iii) Whether signing for the firm "Per Procuration."
- (iv) In the case of companies and firms registered under the Indian Partnership Act the capacity in which signing, e.g. Secretary, Manager, Partner etc. or their attorney and produce copy of a document, empowering him to do so, if called upon to do so.

Note: In case of unregistered firms all the members or all attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

3. **VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of one year from the date of finalizing of tender by Committee appointed by SgTPP/ WBPDCL Authority. However, SgTPP/ WBPDCL Authority are at discretion to extend the validity for further period on same terms, conditions and rates.

3(b). **PRE-BID DISCUSSION:** Pre bid discussion will be held on 18.12.2013 at 3.00pm at the 1st floor, New Administrative Building, Vill+P.O- Monigram, Dist- Murshidabad, SgTPP/WBPDCL

4. **PROCEDURE FOR SUBMITTING TENDERS**

The tender shall be submitted in 2 parts, viz.

- (i) Technical Bid.
- (ii) Price Bid.

Each bid is to be submitted in separate wax sealed envelope marked as "Technical Bid" and "Price Bid". These two envelopes should be kept in a third bigger sized envelope and wax sealed.

5. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the GM, SgTPP/ WBPDCL. In the event of the contractor contravening this condition, WBPDCL has the right to scrap the tender.

6. **SPECIFIC TERMS & CONDITIONS**

Technical Specifications: The Specifications of printing items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure "A")

Samples: Samples of papers for the items as listed in Annexure "A" for which specifications are not mentioned should be enclosed along with the tender documents. All samples should be signed with seal and tagged properly. Samples of each item should be submitted along with the technical bid documents. Item serial number as per 'Annexure A' should be mentioned on the samples. Name of the firm should be mentioned on the box. Tender without samples will not be entertained.



7. **PRICES:** The prices quoted should be at par and confirm to the prices quoted in other Government/Institutions/Departments. Price should be quoted in words as well as in figures.
8. **DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**
- Original Tender Documents.
 - EMD.
 - Photocopy of PAN No. of the Firm/Dealer/Proprietor.
 - VAT Registration number under W.B VAT Act.
 - Rate quoted by the tenderer in Annexure "A".
 - Each of the documents should be signed by the tenderer/bidder.
 - Samples of items, for which specifications are not provided in the Annexure "A" should be attached with the tender documents. The serial no. of the item should be mentioned on the samples.
 - Trade License.
9. **DOCUMENTS TO BE ATTACHED WITH PRICE BID**
- While quoting the rates, serial number of the tender list must be indicated technically in prescribed Performa of price bid (Annexure-"A"). The prices should be indicated in words and figures without any overwriting/erasing/cutting, failing which, such bid shall be rejected outright.
 - The rates should be net, firm and inclusive of all. However, the tax component should be shown separately in the bill.
 - Price Bids showing rates like "Tax Included/Inclusive of tax/Tax paid" etc. are not acceptable and such offer shall not be considered.
 - Any violation of the above mentioned terms & conditions shall lead to rejection of Tender and forfeiture of EMD or Security Deposit.
10. **IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS**

EARNEST MONEY DEPOSIT (EMD): EMD for Rs. 5,000/- in the form of Pay Order/DD/Bankers Cheque in the name of West Bengal Power Development Corporation Limited, Payable as SBI Sagardighi, Bank code: 11377. EMD by cheque or in any other form is not acceptable.

In case of SSI. Unit claiming exemption of Earnest Money deposit, a copy of the current Annual Report should be submitted with the Tender documents.



11. EXCLUSIVE RIGHT OF SGTPP/WBPDC AUTHORITY

SgTPP WBPDC authority has the full and exclusive right to accept or reject any or all the tenders without assigning any reason.

12. TECHNICAL EVALUATION BID: On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be opened. Technical Bid of the qualified bidders shall be sent for technical evaluation to the Technical Committee constituted by Competent Authority.

13. PRICE BID: Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids only of those technically accepted offers, shall be opened for evaluation.

14. DELIVERY

- A) The quantity as mentioned in the 'Annexure B', will have to be supplied at one go within one month of receiving the order, however, the quantity mentioned in the 'Annexure B' is tentative and may vary depending upon the requirement. The actual quantity will be informed to the party after finalisation of the tender. The printing matter samples will also be provided at that time.
- B) The delivery should be made to the respective departments after submitting the challan to the HR&A Department.
- C) Upon getting the order for printing the party has to submit a sample copy of the printing matter to the concerned department and get the same approved by the competent authority before final printing.
- D) Before delivery of the final printing matter the same has to be brought to the HR&A Department. Upon satisfaction the HR&A Department will issue the delivery note which has to be returned back to the HR&A Department after being received by the respective department.
- E) If the firm/Printer fails to execute the supply order within stipulated time, the order will be awarded to firm at second preference and the risk purchase will be recovered from the firm/Printer at first preference.
- F) The time and the date of delivery of items stipulated in the requisition shall be deemed to be the essence of the contract and delivery must be completed not later than the date(s) so specified or extended in the requisition and shall be within 30 days.
- G) The items mentioned in SI No. 19,20,21,22,23,24,25,31,32,33,34 & 35 of the 'Annexure A' shall have to be supplied on as and when required basis within the time as specified.



15. PENALTY CLAUSE

a) The tenderer will be bound to supply the items within stipulated period, failing which liquidated damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

(b) For delayed supply- Penalty of $\frac{1}{2}\%$ of value of the undelivered amount will be charged for every week of delay maximum upto 2.5% and if the order is still not supplied, then the item will be procured from next higher bidder and the difference will be recovered from subsequent bills/security money deposit. The cutoff date of delivery period shall be counted from the date of actual dispatch of requisition to date of receipt of supplies at FOR destination.

For Non Supply-EMD/Security Deposit of the firm shall be forfeited in case firm stops supplying stationery for any reason.

16. PAYMENT: Payment shall be made after receipt of complete printing items by the competent authority and upon producing the material delivery note copy along with the bill. No advance payment shall be made.

17. E.M.D (Refundable) AS PER ANNEXURE-: EMD will be released after the finalization of the Tender.

18. SECURITY DEPOSIT: Successful Tenderer's EMD will be converted into security deposit.

Yours faithfully
Sd/-
General Manager
Sg.TPP./WBPDCL

Memo No.: Sg.T.P.P./Tender/HR&A/Printing/
Copy to:

1. The Dy. G. M (F&A), Sg.TPP/WBPDCL
2. The Sr. Manager (HR&A), Sg.TPP/WBPDCL

Date:

General Manager
Sg.TPP./WBPDCL



TO BE FILLED IN BY TENDERER AND RETURNED WITH THE TENDER

To,

The General Manager,
SgTPP, WBPDCL,
Monigram, Sagardighi, Murshidabad.

Dear Sir,

We return herewith your tender documents along with our quotation against respective items. We have carefully perused the Terms and Conditions of the Rate Contract and accept the same.

For and on behalf of the firm (Firms Name & Address)

(Signature of Authorised Signatory)

WITNESS:

Signed in my presence:

Name:

Designation:

Seal:

Notary Public/Gazetted Officer (with name & Complete Address)



CHECK LIST FOR THE TECHNICAL BID

(Certificates/ Documents to be submitted with pre-qualification bid)

1. Forwarding letter.
2. EMD for Rs. 5,000/- in the form of Pay Order/DD/Bankers Cheque in the name West Bengal Power Development Corporation Limited, Payable as SBI Sagardighi, Bank Code: 11377. EMD by cheque or in any other form is not acceptable.
3. PAN No.
4. **VAT No.**
5. Samples of items for which specifications are not provided in the Annexure "A" should be attached with the tender documents. The serial no. of the item should be mentioned on the samples.
6. Copy of Trade Licence

Signature of Tenderer

Name of Tenderer

Address of Tenderer

Annexure- A

Sl.No.	Description of the Item	Quantity	Details	Papers Specification	Rate	Remarks
1	1/18 Dimay(exm. Medical Unit Slip)	1000PC	Single Side	49 GSM		
2	1/6 Dimay(Exm. CL & CCL Form)	1000 Pc	Single Side	49 GSM		
3	1/6 Dimay(Exm. I/Out Station Form)Duplicate	1000 Pc	Single Side	49 GSM		
4	1/8 Dimay(Exm. Vehicle Requisition form)	1000 PC	Single Side	49 GSM		
5	1/5 Dimay(Exm. Medical Unit Pad)	1000 Pc	Single Side	49 GSM		
6	1/5 Dimay(Exm. Medical Unit Pad) Medical Book Page	1000 Pc	Single Side	75 GSM		
7	A4 Size	1000 PC	Single Side	49 GSM		
8	A4 Size (Exm. Quarter Form)	1000 Pc	Back to Back	49 GSM		
9	A4 Size (Exm. Permit to work Card Form) Duplicate	1000 Pc	Single Side	49 GSM		
10	A4 Triplicate	1000 PC	Single Side	49 GSM		
11	A4 Size (Exm. Letter head) Executive Bond	1000 PC	Single Side	75 GSM		
12	Legal Size(Exm. EL Form)	1000 PC	Single Side	49 GSM		
13	Legal Size(Exm. TA Bill Form)	1000 Pc	Back to Back	49 GSM		
14	Legal Size Duplicate (Exm. Material Gate Pass)	1000 Pc	Single Side	49 GSM		
15	Legal Size Triplicate	1000 Pc	Single Side	49 GSM		
16	Legal Size (Exm. SRV)	50x7Per book	Single Side	49 GSM		
17	1/2 Legal Size	1000 PC	Single Side	49 GSM		
18	Chemical Log Sheet	1000 PC	Single Side	70 GSM		
19	Self Ink	PER PC				
20	PRE INK(3 Line)	PER PC				
21	Pre INK (Round)	PER PC				
22	Polymer PER LINE	PER LINE				
23	Polymer (round)	PER PC				
24	Visiting Card (Bi-Colour)	100 PC		250 GSM		
25	Visiting Card(Single Colour)	100 PC		250 GSM		
26	Note Sheet	1000 PC	Back to Back	80 GSM		
27	Coupon	1000 PC		46 GSM		
28	Car Diary	Per Book		49 GSM		
29	Register (Exm. Plant Log Book)	200 Folio/Per		70 GSM		
30	Register	100 Folio		70 GSM		
31	Envelope (6'x12')	Pc				
32	Envelope (3'x9')	Pc				
33	Cloth Envelope (12'x10)	Pc				
34	Cloth Envelope (A4)	Pc				
35	Name Plate (Brass & Fibre)	Sq. Inch				
36	Hard Board Printing (BIN Card, SIN Card, RSL Card etc. – Big & Small)	Pc		230 GSM		

Annexure B

Summary		
Item Type	Quantity	
Register	301	Of 100 / 200 pages each of legal size.
Pad	1997	Of 100 pages each having sizes 1/18 Dimay, 1/8 Dimay, 1/6 Dimay, 1/5 Dimay, A4 etc
Loose(packet of 100)	54	Legal size
Total	2352	