



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

TENDER DOCUMENT

Tender Reference Nos. : CO/HR&A/014/10009/469

Date: 30/01/2014

Tender in two step bid system are invited from reputed and resourceful agencies engagement of courier service in West Bengal for awarding the job of Courier Service to and fro the Bidyut Unnayan Bhaban, Corporate Office WBPDCCL to K.T.P.S.

Name of the Job: Courier Service from the Bidyut Unnayan Bhaban, Corporate Office WBPDCCL to and fro K.T.P.S.

Scope of Job: Receipt and delivery of ‘DAK’ & other official documents & packages to and fro K.T.P.S. to Corp. Office, WBPDCCL.

Period of Contract: Initially the contract shall be awarded for 24 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 discretion.

Issuance of tender: Tender paper may be obtained on written application to the GM (HR), WBPDCCL, 1st Floor, Bidyut Unnayan Bhaban, 3/C, LA-Block, Sector-III, Bidhannagar, Kol-98 on all working days between 11:00 am to 4:00 pm from 03.02.2014 to 17.02.2014. No tender application received through post will be entertained.

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 envelopes duly super-scribed Qualifying requirement & Price Bid which may be submitted in the tender box kept at ground floor of the Bidyut Unnayan Bhaban, 3/C, LA-Block, Sector-III, Bidhannagar, Kol-98 on all working days up to 27.02.2014, 2:00 pm. No tender submission received through post and after due date and time will be entertained.

Bid system : The tender shall contain two part Qualifying Requirement wherein the prospective bidder has to submit self attested copies of Trade License (up to date), Service Tax Registration Certificate, PAN Card, Last IT return and copies of work order/agreement/certificate etc., credentials certifying that the agency has experience in providing courier service in any large industrial house, also a the tender document issued has to be submitted after due endorsement by the agency as notional acceptance of terms and condition of tender; and 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 envelope marked as “Qualifying Requirement & Price Bid respectively”. The Price quoted shall remain valid for two year from the date of opening of price bid.

Opening of tender: Tender paper received within the due date and time will be opened on 27.02.2014 at 2:30 pm in presence of the participating bidders.

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.

Contact Person: Tathagata Ray, Phone Nos. (033) 23393127

General Manager (HR)

Human Resource & Administration