



Corporate Identity No.: U40104WB1985SGC039154

Registered & Corporate Office:

"Bidyut Unnayan Bhaban", Plot No: 3 / C, L. A.-Block, Sector – III,  
Bidhannagar, Kolkata – 700 098,

Memo No. : COHRA01010005/ 2143

Dated: 06/05/2014

**TENDER FOR PROCUREMENT OF VARIOUS PRINTED AND ASSORTED WBPDC, CORPORATE OFFICE, "BIDYUT UNNAYAN BHABAN", KOLKATA – 700 098 (INVITATION FOR BIDS)**

Sealed Tender in three parts with Firm's own seal is hereby invited for the job of delivery of the stationary items as described in the **enclosed list**. The tender should contain three parts.

The **1st part** in sealed envelope should contain Demand Draft / Pay Order amounting to Rs. 3,500/- (Rupee Three Thousand and Five Hundred Only.) as earnest money. This should be drawn on / issued by **any Nationalized Bank/Scheduled Bank** payable at **service branch Kolkata** in favour of "**The West Bengal Power Development Corporation Limited**". No interest shall be payable by WBPDC on the above earnest money. Earnest money of unsuccessful bidders shall be refunded in full within 60 days from date of issue of order. Earnest money of successful bidders shall be refunded within 60 days from the date of delivery of the materials to the satisfaction of the consignee.

The **2<sup>nd</sup> part** i.e. Techno- Commercial bid in sealed envelope should contain documents as follows:-

Techno- commercial requirements: 1) PAN. 2) VAT / Sale Tax Registration No. 3) C.S.T. no., if any. 4) Bank A/c No. with name of the holder. 5) Delivery time. & 6) Mode of Delivery.

The **3<sup>rd</sup> part** in sealed envelope should contain the rates only, for all the items, under signature of the proprietor/agency with Firm's seal in the format provided in the annexure marked "Price Bid".

The tender is made in three-part system. Second part will be opened if only the 1<sup>st</sup> part is found to be OK. The 3<sup>rd</sup> part will be opened only if the second part is found to be OK. There will be no scope for consideration.

The entire three sealed envelope with Part No. should be kept in another sealed envelope and should be dropped in the tender box kept in the Office (Ground Floor reception) at Bidyut Unnayan Bhaban, Kol - 98 before the date specified below. "Sealed Tender" should be superscribed on the envelope along with "Reference no." of this Tender Notice and "due date of submission".

Tender paper is found to have been dropped not following the above procedure, will not be accepted.

If the address of the Firm / individual upon whom this NIT has been issued do not tally with the address in VAT Registration No. and other documents submitted as per direction in Para –3 above, the same will not be considered.

If any one has any queries about the specifications of the items or about the process, he may meet the undersigned in person so as to get proper guidance. However the undersigned is not bound to accept the quotation and reserves the right to reject the same without assigning any reasons whatsoever. Moreover, if deems fit, the undersigned may change the terms & conditions as and when required.

The Tender will be received upto 2 P.M. on **15/05/2013** and the same will be opened at **2.30 P.M.** on the same day.

Human Resource & Administration

# The West Bengal Power Development Corporation Limited

## The Tender should strictly adhered to the following points

1. The minimum time of delivery should be clearly stated. It should not be more than 13 days from the date of issue of the order.
2. The rate quoted should be inclusive of all Taxes.
3. F. O. R-. The WBPDCCL Corporate Office; Bidyut Unnayan Bhaban, Kol - 98.
4. The rate should be quoted in type in figures, as per unit basis.
5. The rate quoted in the Tender must remain valid for 1 year from the date of opening the Tender.
6. For payment the certified bill should be submitted to the undersigned in triplicate along with the original signed Challan.
7. The quantity as enquired may increase or decrease at the time of placing order for which no variation in rate will be considered.
8. The undersigned is not bound to accept the lowest-bidder and reserves the right to split the tender, if necessary and also to accept or reject any or all tenders or part thereof without assigning any reason whatsoever. Offers submitted not in line with the terms & conditions of our enquiry may not be considered.

Enclosed: As above

Thanking you,

Yours faithfully,

  
General Manager (HR)

**"Price Bid"**

Sl. No.	Name of Items Required	Specification (company)	Measurement	Unit Available at Cop. Off.	Requirement Quantity	Rate/Unit (Rs.)	Total amount (Rs.)
1	Alpin	Bell	—	Per Box	40 boxes		
2	Transparent Cellotape (Big)	Power wonder (50 meters)	2 inches	Per Doz.	1 doz.		
3	Cellotape	Reynolds Jetter	1/2 inches		7 doz.		
4	Dot Pen:		—		200 pcs.		
5	Dot Pen: (Blue/Black/Red)	Ordinary (Agni icy gel)	—	Per Pc.	610 pcs. (300pcs / 200 pcs / 110 pcs.)		
6	Dot Pen: Metal Body	Both side (Linc)	—	Per Box	9 boxes		
7	Duster (Cloth)	Very good quality	2x2	Per Pc.	200 pcs.		
8	Envelop-Cotton Support, Big		Width=51.5 c.m., Height=34 c.m.		1000 pcs.		
9	Envelop-Cotton Support, A4		Width=35.5 c.m., Height=25.5 c.m.		600 pcs.		
10	Envelop-Plain, legal		Width=40.5 c.m., Height=28 c.m.		1500 pcs.		
11	Envelop-Plain, Midium	(Brown) With official Logo & address Printing	Width=35.5 c.m., Height=13.5 c.m.	Per 1000 Pcs.	2500 pcs.		
12	Envelop-Plain, Small		Width=26.5 c.m., Height=10 c.m.		5500 pcs.		
13	Envelop-Window		Width=27.5 c.m., Height=11 c.m.		6000 pcs.		
14	Fevicol: Squeazy bottle		25 gm.		30 pcs.		
15	Fevistik	Pidlilite	15 gm.		200 pcs.		
16	File : Clip Support	Very good quality with spring system	Legal size	Per Pc.	3000 pcs.		
17	File : Tag	As per sample	Legal size		2500 pcs.		
18	File: Arch	Nataraj	—		306 pcs.		
19	File: Four Fold		Legal size		360 pcs.		
20	Flap	Very good quality	—	Par- 100 Pc.	400 pcs.		
21	Folder (Plastic)		Legal size		200 pcs.		
22	Gum: Tube	Fevigum	20 ml.	Per Tube	50 pcs.		
23	Highlighter	Faber-Castell	—	Per Pc.	160 pcs. (Yellow-100 pcs. + Orange-60 pcs.)		
24	James Clip (Plastic Coated)	Zorex	—	Per Box	340 boxes		
25	Knife	Very good quality stainless steel	—	Per Pc.	50 pcs.		
26	Letter Head : Front/ Inner Page	Very good page quality (A4-paper size)		Per Pkt. Each (100 Pages)	125 pkts. / 25 pkts.		
27	Note Sheet : Front/ Inner Page	Very good page quality (Legal-paper size)			100 pkts. / 50 pkts.		

Sl. No.	Name of Items Required	Specification (company)	Measurement	Unit Available at Cop. Off.	Requirement Quantity	Rate/Unit (Rs.)	Total amount (Rs.)
28	Pencil (HB)	Faber-Castell			20 boxes		
29	Pencil (Shorthand)			Per Box	20 boxes		
30	Pencil Cutter	Apsara	Each box 10 pcs.		100 pcs.		
31	Pencil Eraser			Per Pc.	160 pcs.		
32	Pin Holder (Magnetic)	Zorex			32 pcs.		
33	Plastic(Doc) Clip				50 pcs.		
34	Punching Machine (D/P)	Kangaro (DP-52)			70 pcs.		
35	Punching Machine (Single)	Kangaro (Stainless steel)			40 pcs.		
36	Refill : - Blue/Black	Reynolds Jetter			40 pcs. / 40 pcs.		
37	Refill : - Blue/Black/Red	Ordinary (Linc-1500)			60 pcs. / Not required to purchase during this period/ 80 pcs.		
38			Each content 150 pages	Per Pc.	25 pcs.		
39			Each content 200 pages		30 pcs.		
40	Ruled Register	Very good page quality (Conquest paper)	Each content 50 pages		15 pcs.		
41			Each content 100 pages		45 pcs.		
42	Scale	Camel	12 inches		30 pcs.		
43	Scissors	As per sample	06 inches (Medium size)		70 pcs.		
44	Sketch pen	Luxer		Per pkt.	10 pkts.		
45	Sponge Cup	Zorex	With-out cover				
46	Stamp Pad (Big)	Faber-Castell (Blue)		Per Pc.	15 pcs.		
47	Stamp Pad (Small)						
48	Stamp Pad Ink: Blue	Kores	60 ml	Per Bottol			
49	Stapler (Big)	Kangaro (Stainless steel)-555/ HS45P		Per Pc.	33 pcs. (555)		
50	Stapler (Small)	Kangaro (Stainless steel)-10			80 pcs.		
51	Stapler Pin (Big)	Kangaro No.-24/6-1m		Per Box	80 boxes		
52	Stapler Pin (Small)	Kangaro No.-10-1m		Per Box	280 boxes		
53	Tray (Plastic -with clip)	Very good quality			55 pcs.		
54	Write Board Duster	Gripex		Per Pc.	15 pcs.		
55	Write Board Marker Pen: Blue/Black/Red	Reynolds			50 pcs. / 40 pcs. / 15 pcs.		
56	Write Cotton Tape			Per Roll	88 rolls		
57	Writing Pad (Big)	Very good quality	(1/4)		80 pcs.		
58	Writing Pad (Small)		(1/6)	Per Pc.	150 pcs.		
59	Wast Paper Box	As per sample			35 pcs.		

Sl. No.	Name of Items Required	Specification (company)	Measurement	Unit Available at Cop. Off.	Requirement Quantity	Rate/Unit (Rs.)	Total amount (Rs.)
60	Xerox Paper : A4	Bilt-Power & JK sparkle			350 reams & 1100 reams		
61	Xerox Paper : FS (Legal)			Per Ream	30 reams		
62	Xerox Paper : A3	Bilt-Power			2 reams		
63	Punching Machine (D/P)	Kangaro (DP-720)		Per Pc.	25 pcs.		
64	Binder Clip (Chinese)		3/4" & 01 inches	Per Box	40 boxes/ 80 boxes		
65	Official Page Sticker	As per sample		Per Pkt.	100 pkts.		
66	Drinking Water Bottol	Pearpet- Supreme		Per Pc.	300 pcs.		
67	Leave form				20 pads		
68	Medical treatment reimbursement form	As per sample		Per pad	20 pads		
69	Earned leave encasment form				10 pads		
70	Desk calender stand	Gripex			50 pcs.		
71	Jute bag for felicitation		With logo & printing	Per Pc.	250 pcs. each		
72	Service certificate folder						
73	Attend/ leave office book	As per sample	50X2-white & blue in a set, with cover	Per Book	70 books		
74	Issue/ Received register		300 pages each	Per Pc.	12 pcs. / 20 pcs.		
75	Whitener pen	Faber-Castell			115 pcs.		
76	Cellotape (Mid.)	Wonder-555	1 inches		15 pcs.		
77	Binder Clip (Chinees)		1-1/4 inches	Per Box	45 boxes		
78	Board pin		Plastic top		25 boxes		
79	Declaration-cum-nomination form						
80	Forms of nomination for death gratuity	As per sample		Per Pc.	300 pcs. each		
81	Visitor Slip			Per pad	120 pads		
82	Visitor book		Each content 100 pages	Per book	5 books		
83	Ocean gel pen: Blue/Black/Red	Linc		Per pc.	50 pcs. / 45 pcs. / 10 pcs.		
84	Single board with flap	Very good quality		Per pc.	500 pcs.		

01.) Stationary items = 71 nos. only,-

02.) Printing items = 13 nos. only,-