



# THE WEST BENGAL POWER DEVELOPMENT CORPN. LTD.

(A Govt. of West Bengal Enterprise)  
OFFICE OF THE GENERAL MANAGER  
SANTALDIH THERMAL POWER STATION  
P.O. - SANTALDIH THERMAL PLANT  
DIST. – PURULIA, PIN - 723 146.

Fax No. 03251 – 260 217 / Tel No. 03251 – 260 218.

((Tender Notice for Website))

**NIT. No.: WBDCL/Tend-Adv/CC/17-18/03/STPS**

**Date:03.04.2017**

**Tender Ref. No. STPS/M&C/Tend-adv/Printing /HR&A/E2-146/16-17/103, Date:23/03/2017**

**Description of the Tender:** Supply & Delivery of Annual printing of various Forms/Format/File/documents for the year 2017 at STPS as per Annexure-A. All printing sample formats are available and interested bidder may collect the all formats from HR&A Dept.

**INFORMATION TO BIDDERS:** This is a Three Part bidding system containing **Earnest Money (Part-I), Qualifying Requirement (Part-II), and Price Bid (Part-III)**. The same will be received and evaluated by the WBDCL, STPS from Technical and Financial point of view to make the selection in the best interest of the WBDCL, STPS for the complete work covered under the tender document.

1) **Earnest Money:** The Earnest Money is **Rs. 5,000/-** (Rupees Fiver thousand only). The earnest money shall be deposited along with tender papers in the form of Bank Draft / Pay Order issued by any reputed Banks (preferably Nationalized Banks) from India in favour of “**THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED**” payable at **UBI Santaldih, SBI BCW santaldih or Kolkata Branch.**

2) **Estimated Cost :** **Rs. 5.0 Lac.** (Rs Five Lac only) [Approx]

3) **Delivery Period:** Within 30 days.

4) **Cost of Tender Paper :** **Rs. 200/-** (Rupees Two Hundred only).

5) **Qualifying Requirement:**

1. All the documents, as stated under are, to be submitted in a sealed envelope otherwise the tender will be treated as invalid.

Attested Xerox copy of the following must be submitted with offer:-

- PAN Card,
- C.S.T./VAT registration Certificate.
- Trade License.
- Average Annual financial turnover during the last 03 (Three) F.Y, ending 31<sup>st</sup> March of the previous financial year, should be at least 30% of the estimated cost.

2. Documents in support of:-

a) The participating bidder should have experience for printing in Govt./Reputed corporate sector/organization.

b) The participating bidder has to submit Purchase Order Copies with Order value not less than i) Single Order Value of Rs 4.0 Lakhs, OR ii) Two Order Value of Rs 3.0 Lakh each, OR iii) Three Order Value of Rs 2.0 Lakh each to any Govt. / PSU / Semi Govt. organizations. At any point/s of time during **last 7 years** ending last day of month previous to the one in which applications are invited.

» If any complaint / unsatisfactory report against the vendor found, the same offer may be cancelled without informing the party.

a) The WBDCL reserves the right to cancel / accept the tender in absence of the documents at their discretion in case competent authority deems it.

- b) Legible photocopies of all documents are to be submitted with counter signed by tenderer. Original copies of documents are to be produced on demand.

**6) Sale of Tender Paper:** From **03.04.2017 to 11.04.2017** on all working days up to 14=30 Hour (except holiday and Saturday). Sale of tender paper to the applicant will not qualify them automatically in Techno-Commercial bid. Tender paper will be sold to each of the applicants.

Tenders Documents can be obtained from Sr. Manager (M&C), STPS or his authorized representative against written application [two copies] on any working day, except Saturday & Holiday between 11=00 Hrs. and 14=30 Hrs after depositing cost of tender documents at cash counter, S.T.P.S. by cash only.

**7) Last date of Submission of Complete Tenders and opening of Part - I & II of the Bids:**

Last date of submission: **18.04.2017** up to **3.00 P.M.**

Opening of Part – I & II Bids: **18.04.2017** after **3.15 P.M.**

**8) Opening of Tender:**

- 1) The tenders shall be opened in presence of representative of the prospective bidders, if available, at the time and date set for opening of tender as specified hereunder or in case any extension has been given there to on the extended tender opening date and time notified to all the prospective bidders who have purchased the tender documents. The Prospective bidder's authorized representative (up to two persons) may attend the opening.
- 2) The due date and time of opening of E.M.D. & Qualification of bidder is after 3.15 P.M. on **18.04.2017**. After opening the main cover, the envelope containing EMD (Part-I) shall be opened first and if EMD of requisite amount in proper mode is found only then Qualifying Requirement (QR) (Part-II) shall be opened.
- 3) Price Bid (Part-III) of tender of those prospective bidders who will satisfy qualifying requirements and who will accept technical and commercial terms & conditions of this tender shall be opened subsequently **on the same date or at a later date.** The due date & time of opening of price bid will be duly intimated.

**9) Evaluation of Tender:**

- 1) Issuance of tender documents will not mean that such tenderers are automatically considered qualified for the entire tender process.
- 2) The WBPDCCL reserves the right to itself to accept any tender or reject any or all tenders or cancel / withdraw the invitation for tender without assigning any reason for such decision. Such decision by the WBPDCCL shall not be subject to question by any prospective bidders and the WBPDCCL shall bear no liability consequent upon such decision and the prospective bidders shall have no claim in this regard against the WBPDCCL.
- 3) Evaluation by the WBPDCCL shall be based on the information and documentary evidence submitted by the prospective bidders in response to the tender documents. The requirements as stipulated in the tender notice and documents are the minimum and the WBPDCCL has the right to request for additional information. The WBPDCCL reserves its right to reject any tender, if in the opinion of the WBPDCCL the qualification data / documentary evidence submitted by the prospective bidders are incomplete or prospective bidders is found not qualified to satisfactorily perform the work. The WBPDCCL reserve the right to reject any tender if the prospective bidders is found to be disqualified by giving incorrect and / or false information.
- 4) The WBPDCCL does not bind itself to accept the lowest tender and also reserves the right to split the work amongst more than one prospective bidder and also reserves the right to reject any or all tender or cancel the tender without assigning any reason whatsoever.
- 5) Notwithstanding, anything stated above or elsewhere, the WBPDCCL reserves the right to asses the capability and capacity of the prospective bidders, should the circumstances warrant such assessment in the overall interest of the WBPDCCL.

**Encl. As above**

**(S. Maity)**  
**GENERAL MANAGER**  
**SANTALDIH THERMAL POWER STATION**

**Annexure-A**

<b>DETAILS REQUIREMENT OF PRINTING ITEMS</b>				
<b>Item Sl. No.</b>	<b>ITEM DESCRIPTION</b>	<b>Page Details</b>	<b>Total requirement</b>	<b>Whether RATE QUOTED?</b>
1	<b>A4 size Letter Head/Letter Pad</b>	100 Pages/Pad	50	Yes/No
2	<b>Actuator Maintenance Register</b>	100 pgs/Register	3	Yes/No
3	<b>ADRA TO STPS &amp; STPS TO ADRA SEAT BOOKING SLIP</b>	100 Pages/BOOK	5	Yes/No
4	<b>AHP Control Engineer Log Book for Oprn.</b>	200 Pgs/Register	9	Yes/No
5	<b>Application Form for Transfer (03 pgs/set)</b>	100 Set/pad	6	Yes/No
6	<b>Approval Register For Emergency</b>	100Pgs(Folio)	3	Yes/No
7	<b>Asset Movement Register, IT</b>	200 Pgs Both side printing	3	Yes/No
8	<b>Attendance Register for EM-IPH</b>	100 pgs/Register	7	Yes/No
9	<b>Battery Charger Reading register for EM-IPH</b>	100 pgs/Register	1	Yes/No
10	<b>Battery Checking Reading Register for EM-IPH</b>	100 pgs/Register	3	Yes/No
11	<b>Bio Chemical Test (100 form/Book)</b>	As per sample	6	Yes/No
12	<b>Bill form Security Deposit for Civil -OPH</b>	100 pgs./pad	16	Yes/No
13	<b>Bill forwarding Letter (book)</b>	100 pgs/Register	7	Yes/No
14	<b>Bill forwarding Copy(Civil) for Civil -OPH</b>	100 pgs./pad	135	Yes/No
15	<b>Bill Passing register for F&amp;A</b>	200 Pgs	1	Yes/No
16	<b>Breaker Test Report Sticker</b>	100 pgs/pad	2	Yes/No
17	<b>Bypass Register, C&amp;I</b>	100Pgs./Register	2	Yes/No
18	<b>Car Log Book for CHP</b>	100 pgs./pad	575	Yes/No
19	<b>Cash Book (Receipt &amp; Payment) for F&amp;A</b>	100 Pgs per Folio	3	Yes/No
20	<b>Cash Payment Register</b>	200 Pgs/Register	2	Yes/No
21	<b>Cheque Issue Register for F&amp;A</b>	300 Pages/Register	3	Yes/No
22	<b>Cheque Payment Register for F&amp;A</b>	300 Pages/Register	2	Yes/No
23	<b>CL / CCL / RH Form</b>	100 Pages/Pad	9	Yes/No
24	<b>Clip file</b>	As per sample	3605	Yes/No
25	<b>Cloth Envelope with WBPDCCL add. Printing</b>	12 inch X 9 inch	1451	Yes/No
26	<b>Cloth Envelope with WBPDCCL add. Printing</b>	1 ft. X 6 inch.	1150	Yes/No

27	<b>Cloth Envelope with WBPDCCL add. Printing</b>	1 ft. X 1.3 ft X 12 inch	1150	Yes/No
28	<b>Cloth Envelope with WBPDCCL add. Printing</b>	7.5 inch. X 9 inch.	0	
29	<b>Computer Advance Form</b>	100 Pages/Pad	121	Yes/No
30	<b>Control Ledger Book for ED-IV</b>		0	
31	<b>Cover file</b>	As per sample	1720	Yes/No
32	<b>Daily Log Book for T&amp;A</b>	As per sample	12	Yes/No
33	<b>Daily Log Book for EM-IPH</b>	100 pgs/Book	12	Yes/No
34	<b>Daily Material Consumption Record, C&amp;I</b>	150 Pgs Both side printing	2	Yes/No
35	<b>Demand Ledger (10 Pages) for ED-IV</b>	10 Pages / Book	0	
36	<b>Demand Ledger (15 Pages) for ED-IV</b>	15 Pages/ Book	0	
37	<b>Demand Ledger (20 Pages) for ED-IV</b>	20 Pages / Book	0	
38	<b>Department Daily Job Card for B&amp;A</b>	100Pgs./Register	7	Yes/No
39	<b>DRIVER'S CAR DIARY</b>	31Pages/Book	230	Yes/No
40	<b>Diary Book</b>	As per sample (100 pg/book)	23	Yes/No
41	<b>EL Application Form</b>	100 Pages/Pad	2	Yes/No
42	<b>EL Encashment Form</b>	100 Pages/Pad	1	Yes/No
43	<b>EL Joining Form</b>	100 Pages/Pad	109	Yes/No
44	<b>Envelope Big</b>	As per sample	853	Yes/No
45	<b>Envelope medium</b>	As per sample	926	Yes/No
46	<b>Envelope small</b>	As per sample	1409	Yes/No
47	<b>Exit / Return Gate Pass Book (Contractor Labour)</b>	200 Pgs	5	Yes/No
48	<b>Exit / Return Gate Pass Book (Officer)</b>	50 Pgs./ Per Book	2	Yes/No
49	<b>Exit / Return Gate Pass Book (Staff)</b>	50 Pgs./ Per Book	2	Yes/No
50	<b>Family Pension Claim Form</b>	11pgs/Book	29	Yes/No
51	<b>Field Book</b>	As per sample	7	Yes/No
52	<b>Field Book (YELLOW)</b>	As per sample	29	Yes/No
53	<b>Field Memo</b>	50 Pages/Pad	36	Yes/No
54	<b>Flap</b>	As per sample	5675	Yes/No
55	<b>Format of out turn of work</b>	As per sample (100 pg/book)	6	Yes/No
56	<b>Gate Pass issuance form (Points to be checked) for HR&amp;A</b>	100 pgs/Pad	7	Yes/No
57	<b>GPF Pension Claim Form</b>	19 pgs/Book	58	Yes/No
58	<b>Guard Post Visit Book</b>	As per sample (100 pg/book)	6	Yes/No
59	<b>GUARD FILE</b>		10	Yes/No
60	<b>History Of Greasing Different Equipment (T&amp;A)</b>	As per sample	12	Yes/No
61	<b>History Of breaker Maintenance Register for EM-IPH</b>	200 pgs/Register	2	Yes/No
62	<b>History Of Lift Maintenance Register</b>	50 pgs/Register	7	Yes/No

63	<b>History Of Motor Greasing for EM-IPH</b>	100 pgs/Book	1	Yes/No
64	<b>History of Motor Maintenance for EM-IPH</b>	200 pgs/Book	2	Yes/No
65	<b>History of Equipment Maintenance Register for T&amp;A</b>	As per sample	12	Yes/No
66	<b>House Rent Bill Form(Civil) for Civil -OPH</b>	100 pgs./pad	17	Yes/No
67	<b>Installment Paper for ED-IV</b>	100 Pages	0	
68	<b>IR clearance copy(Civil) for Civil -OPH</b>	100 pgs./pad	9	Yes/No
69	<b>IR clearance Forwarding letter for T&amp;A</b>		7	Yes/No
70	<b>Issue Register</b>	200 pgs/Register	16	Yes/No
71	<b>CHP OPERATION LOG BOOK</b>	300 Pgs	2	Yes/No
72	<b>Lock Sticker for ED-IV (As per sample)</b>		0	
73	<b>General Shift Log Book, C&amp;I</b>	150 Pgs Both side printing	2	Yes/No
74	<b>Log Book, IT</b>	200 Pgs Both side printing	2	Yes/No
75	<b>Logsheet BOTTOM ASH-LS/AHP-03/REV00/SHEET 01 / 01 for Oprn.</b>	40 X 26 CM	552	Yes/No
76	<b>Logsheet ESP-LS/AHP-05/REV00/SHEET 01 / 01 for Oprn.</b>	65 X 42 CM	552	Yes/No
77	<b>Logsheet IAC/MRC-LS/AHP-02/REV00/SHEET 01 / 01 for Oprn.</b>	57 X 30 CM	552	Yes/No
78	<b>Logsheet LS/ECR-01/ REV 00SHEET 01 / 01</b>	65 X 24 CM	345	Yes/No
79	<b>Logsheet LS/ECR-02/ REV 00SHEET 01 / 01</b>	65 X 24 CM	345	Yes/No
80	<b>Logsheet LS/ECR-03/ REV 00SHEET 01 / 01</b>	65 X 26 CM	345	Yes/No
81	<b>Logsheet LS/ECR-04/ REV 00SHEET 01 / 01 for Oprn.</b>	66 X 24 CM	345	Yes/No
82	<b>Logsheet SLURRY P/H-LS/AHP-04/REV00/SHEET 01 / 01 for Oprn.</b>	40 X 26 CM	552	Yes/No
83	<b>Logsheet VACC.P/H-LS/AHP-01/REV00/SHEET 01 / 01 for Oprn.</b>	40 X 26 CM	552	Yes/No
84	<b>LTC/HTC Application Form</b>	100 Pages/Pad	23	Yes/No
85	<b>Maintenance job Card for EM-IPH</b>	100 pgs/Book	14	Yes/No
86	<b>Maintenance job Card for T&amp;A</b>	As per sample	12	Yes/No
87	<b>Materials Gate Pass</b>	100 Pages/Pad	17	Yes/No
88	<b>Mechanical Operation Log Book</b>	200 Pgs/Register	6	Yes/No
89	<b>Mechanical Operation OPH Log Book</b>	200 Pgs/Register	6	Yes/No
90	<b>Mechanical Operation Unit Log Book</b>	200 Pgs/Register	9	Yes/No
91	<b>Medical re-imburement form</b>	100 Pages/Pad	288	Yes/No
92	<b>Memorandum Cheque Book(Receipt &amp; Payment) for F&amp;A</b>	200 pgs/Book	3	Yes/No

93	<b>Meter Reading Book for ED-IV</b>	100 Pages / Book	0	
94	<b>MIS-PUNCH REGISTER</b>	200 pgs/Book	10	Yes/No
95	<b>Motor Trial Run Register</b>	200 pgs/Register	2	Yes/No
96	<b>New Raw Water LogBook</b>	200 Pgs/Register	6	Yes/No
97	<b>Note Sheet (Front)</b>	100 Pages/Pad	62	Yes/No
98	<b>Note Sheet (Inner)</b>	100 Pages/Pad	104	Yes/No
99	Notice of Accident Form-18 Annex.-VI	100 Pages/Pad	2	Yes/No
100	Notice of Accident Form-III Annex.-V		7	Yes/No
101	<b>Occupation/vacation form for ED-IV</b>	100 Pages/Pad	0	
102	<b>Official Work Memo</b>	40 pages/Pad(20Pg. X 2)	5	Yes/No
103	<b>Order Book of security in duplicate</b>	As per sample (100 pg/book)	23	Yes/No
104	<b>ORT Register</b>	50 pgs/Register	1	Yes/No
105	<b>OT Requisition Book</b>	100 Pgs./ Per Book	50	Yes/No
106	<b>OPERATOR LOG BOOK FOR CHP</b>	100 pgs/Book	138	Yes/No
107	<b>Other Receipt Book (In triplicate copy) for F&amp;A</b>	50 Pages (Triplicate)	23	Yes/No
108	<b>Pay Packet for F&amp;A</b>	100 Pgs per Folio	805	Yes/No
109	<b>Peon Book</b>	100 pages	14	Yes/No
110	<b>Permit Book Register</b>	300 pgs/Register	5	Yes/No
111	<b>Personal Work Memo</b>	40 Pages/Pad(20Pg. X 2)	500	Yes/No
112	<b>Purchase Spectacle Form</b>	100 pgs./pad	98	Yes/No
113	<b>Quotation Form for ED-IV</b>	200 Pages	0	
114	<b>Rake Release Memo Book for CHP</b>	100 pgs/Book	22	Yes/No
115	<b>Received Register</b>	200 Pages/Register	14	Yes/No
116	<b>Register for CCTV Maint., IT</b>	200 Pgs Both side printing	2	Yes/No
117	<b>Register for Computer &amp; Accessories, IT</b>	200 Pgs Both side printing	2	Yes/No
118	<b>Rulled Register</b>	100 Pages/Register	24	Yes/No
119	<b>Rulled Register</b>	200 Pages/Register	33	Yes/No
120	<b>Rulled Register</b>	400 Pages/Register	23	Yes/No
121	<b>Running Bill (White)</b>	100 pgs/Book	12	Yes/No
122	<b>Running Bill (Yellow)</b>	100 pgs/Book	8	Yes/No
123	<b>SADC &amp; Mill Parameter Log Book, C&amp;I</b>	150 Pgs Both side printing	3	Yes/No
124	<b>Serological Test (100 form/book)</b>	As per sample	6	Yes/No
125	<b>Stock Register for T&amp;A</b>	As per sample	14	Yes/No
126	<b>Stock Register for EM-IPH</b>	200 pgs/Register	12	Yes/No
127	<b>Stationary and Forms issue Requisition Slip</b>	100 Pages/Pad	23	Yes/No
128	<b>Swas Reading Log Book, C&amp;I</b>	150 Pgs Both side printing	1	Yes/No

129	<b>TA Bill Form</b>	100 Pages/Pad	644	Yes/No
130	<b>TA Bill Register for F&amp;A</b>	100 Pages/Register	2	Yes/No
131	<b>Temporary Advance Form</b>	100 Pages/Pad	86	Yes/No
132	<b>Temporary Advance Register for F&amp;A</b>	6'x9'	3	Yes/No
133	<b>UPS Battery (Inside) Reading Log Book, C&amp;I</b>	100 Pgs Both side printing	1	Yes/No
134	<b>UPS Battery (Outside) Reading Log Book, C&amp;I</b>	150 Pgs Both side printing	1	Yes/No
135	<b>UPS Reading Log Book, C&amp;I</b>	100 Pgs Both side printing	1	Yes/No
136	<b>Vacation/Occupation of "B" type Qtrs. for Civil -OPH</b>	100 pgs./pad	2	Yes/No
137	<b>Vacation/Occupation of "E/F" type Qtrs. for Civil -OPH</b>	100 pgs./pad	10	Yes/No
138	<b>Window Envelope</b>	9' x 4'	7245	Yes/No
139	<b>X-Ray Envelope (14"x14")</b>	As per sample	575	Yes/No
140	<b>Yellow Card for ED-IV</b>	200 pgs	0	