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WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.

(A Government of West Bengal Undertaking)

11A, Mirza Ghalib Street, Kolkata-700 087

Ref. No. ECSC/HK/1445

date: 11/10/2017

TENDER NOTICE

Tenders are invited from bonafide and experienced establishment for supply of Executive Diaries'2018 - 600 (Six hundred) nos., Lotus Medium Diaries'2018 - 600 (Six hundred) nos., Wall Calendar'2018 (12 pages) - 600 (Six hundred) nos., Table Calendar'2018 - 600 (Six hundred) nos. as per sample to be collected from WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD. Last date of submission of tender quoting the rates in sealed cover is 25/10/2017 for details of tender may be seen in our website -

www.wbecscgovernance.in

www.wbecscgovernance.com

➤ EMD of Rs. 5,000/- (Rupees five thousand only).

www.wbecscgovernance.com

Managing Director



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(A Government of West Bengal Undertaking)
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Ref. No. ECSC/HK/1445

Date:- 11/10/2017

TENDER NOTICE

Rates in sealed cover are invited from the bonafide and experienced establishments for supply of the following **Diaries'2018 & Calendar'2018** as per existing sample to be available at the Central Store of Personnel Division - 'B' Block, Ground Floor of the complex:-

- A. Executive Diary (One date one page & Sunday full page) - 600 (Six hundred) Nos.
B. Lotus (Medium) Diary - 600 (Six hundred) Nos.
C. Wall Calendar (12 pages, 0'18" *
0'23", 170 GSM good quality art - 600 (Six hundred) Nos.
Paper and digitally print)
As per approved sample
D. Table Calendar (As per - 600 (Six hundred) Nos.
sample is available at chamber of
AGM (GA).

- **Supply:-** Supply shall strictly be made by successful bidder within 20/12/2017. Failing which the work order may be cancelled and penalty will be charged on the agency.
- **Proof Copy:-** The samples of the items to be delivered should be submitted within 27/10/2017 as proof copy for approval.
- **Payment:-** Payment will be made against bills in triplicate along with the copy of challan in original acknowledging receipt of the articles by the in-charge, Central Store. Supply should be to the full satisfaction of the authority of this Corporation. Failing which agency may be cancelled and penalty may be charged.
- **Last Date:-** Last date of submitting the closed cover Tenders at the House Keeping Wing of Personnel Division 'B' block 2nd floor super scribing the envelop "**TENDER FOR SUPPLY OF DIARY'2018 & CALENDAR'2018**" is up to 3:00 p.m. on 25/10/2017 and will be opened at 3:30 p.m. on the same day before the bidders who intend to remain present.
- **Documents Required:-** Self attested 1) Valid Trade License regarding Printing & Stationery, 2) GST registration certificate, 3) Valid P. Tax, 4) Income tax Return of Assessment Year 2013-14, 2014-15, 2015-16, 5) Bank solvency certificate from a nationalized bank, 6) Credentials of making of diary & calendar work at Govt. & Semi Govt. depts. with a value above Rs. 1 lac in a single order in the A.Y. 2015-16/ 2016-17, 7) PAN.
- **EMD:-** EMD of Rs. 5,000/- in the form of DD from any Nationalized bank in favour of W.B.E.C.S.C. Ltd. payable at Kolkata.

➤ Cont.....P/2

➤ Rate should be quoted in the format as proposed below:-

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SL. No.	Articles	Specification & Quantity	Rate per Pc. including GST	Total Amount
1.	Executive Diary	(One date one page & Sunday full page) - 600 (Six hundred) Nos.		
2.	Lotus (Medium) Diary	(One date one page & Sunday full page) - 600 (Six hundred) Nos.		
3.	Wall Calendar (12 pages, 0'18" * 0'23", 170 GSM good quality art Paper and digitally print)	as per approved sample from Central Store - 600 (Six hundred) Nos.		
4.	Table Calendar	(As per sample is available at chamber of AGM (GA). - 600 (Six hundred) Nos.		

Other wise Tender Form will be cancelled.

OPENING OF TENDER:-

The offer is comprised of two bids, one is technical bid and other is financial bid.

(a) The **technical bid** should contain the following:

- EMD of Rs. 5,000/- in the form of DD from any nationalized bank in favour of W.B.E.C.S.C. Ltd. payable at Kolkata.
- The Notice Inviting the Tender.
- The documents as mentioned above in documents required section.
- Any other relevant document which the firm wishes to submit.

i) The **Financial bid** should contain the following as mentioned in rate structure column above.

Either the tenderer OR the person duly authorized by the tenderer alone will be allowed to be present at the time of opening of the tenders / negotiation. The Managing Director reserves the right to reject any tender without assigning any reason thereof and the same should not be questioned at any period, whatsoever.

The tender receiving Officer, on opening each tender, will prepare a statement on the basis of the documents submitted by the tenderers and send the same to the Chief General Manager, WBECS Ltd.

VALIDITY OF OFFER:-

The offers made by the tenderers shall be **valid for acceptance upto 60 (Sixty) days with same specifications**. The tenderer should not quote any other date for the validity of the offer. Tenders quoting any other validity date are liable to be summarily rejected.

The Managing Director, WBECS Ltd. is not responsible for any upward revision of any taxes viz, GST, or raw material and the extra amount, if any incurred towards the above items; will be borne only by the successful tenderer.

GENERAL:-

It is not binding on the part of the Managing Director, WBECS Limited, to accept the lowest tender or any tender and he reserves the right to reject or accept all or any tender fully or partly without assigning any reason thereof. The Managing Director also reserves the right to accept one or more tenders.

The Managing Director reserves the right to relax or waive or amend any of the tender conditions and to reject the tender if any of the conditions enumerated in the tender conditions are violated.

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Questionnaire about Tenderer

1. Name of the Firm _____

2. (i) Full address _____ Phone No. _____

(ii) Local Address _____ Phone No. _____

3. Name of the authorized person _____ Contact no. _____

YES

NO

4. Whether firm is registered in firm Registration
(In case of Partnership firm)

YES

NO

5. Registered in Company's Act
(In case of Company)

YES

NO

6. Whether they have registered their
design & trade mark or brand if no
then,7. Whether they have applied for the
same.8. Whether authorization letter duly authorizing the person
to attend the Tender / Negotiation enclosed.

9. The date of commencement of the firm DD / MM / YYYY

10. Whether they have deposited required earnest money.

If so MR No. & Date be mentioned.

Signature of the Tenderer with capacity

Management reserves the right to either accept or reject any or all the quotation and/or negotiate with any one or more without assigning any reason whatsoever.


Managing Director

For Display:-

1. WBECSC's Office Notice Board.
2. F&S Dept.'s Office Notice Board.