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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/86/04/(Pt-I) 1128

Date:- 15/12/2020

QUOTATION DOCUMENT

Rates in sealed cover are invited from the bonafide GST registered and experienced establishments for supply of the following **Diaries'2021** as per existing sample to be available at the Central Store of Personnel Division - 'B' Block, Ground Floor of the complex:-

A. Lotus (Medium) Diary - 600 (Six hundred) Nos.

As per approved sample is available at chamber of AGM (GA).

- **Supply:-** Supply shall strictly be made by successful bidder within 15(fifteen) days from issue of work order. Failing which the work order will be cancelled and penalty will be charged on the agency.
- **Proof Copy:-** The samples of the items to be delivered should be submitted within 21/12/2020 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'2021**" is up to 3:00 p.m. on 21/12/2020 and will be opened at 3:30 p.m. on the same day before the bidders who intend to remain present.

a) **Documents Required:-** Self attested 1) Valid Trade License regarding Printing & Stationery, 2) GST registration certificate with last month return, 3) Valid P. Tax, 4) Income tax Return of Assessment Year 2018-19, 2019-20 & 2020-21. 5) Bank solvency certificate from a nationalized bank, 6) Credentials of making of diary & calendar work at Govt. & Semi Govt. deptt. in the A.Y. 2018-19, 2019-20 & 2020-21. 7) PAN. 8) Aadhaar Card of the Proprietor if the Service Provider is a Proprietorship Concern, Partnership Deed if the Service Provider is a Partnership Firm and Memorandum and Articles of Association if the Service Provider is a Company are to be annexed with the Tender Form.

- **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.

PTO.

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

SL. No.	Articles	Specification & Quantity	Rate per Pc. Including GST	Total Amount
A.	Lotus (Medium) Diary	600 (Six hundred) Nos.		

Otherwise 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, WBECSC 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, WBECSC 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, WBECSC 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.

PTO.

AGM (G/A)

Questionnaire about Tenderer

1. A) Name of the Firm _____
 B) GSTIN Code _____
2. (i) Full address _____ Phone No. _____
 (ii) Local Address _____ Phone No. _____
3. Name of the authorized person _____ Contact no. _____

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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,

YES

NO

7. Whether they have applied for the
 same.

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8. Whether authorization letter duly authorizing the person
 to attend the Tender / Negotiation enclosed.

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

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10. Whether they have deposited required earnest money.

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If so MR No. & Date be mentioned.

Signature of the quotationer 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.


 General Manager(GA)

For Display:-

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



ABM(GA)