



WEST BENGAL GREEN ENERGY DEVELOPMENT CORPORATION LIMITED

(A Govt. of West Bengal Company)

CIN: U40108WB2007SGC121189

: Registered & Corporate Office :

Bikalpa Shakti Bhavan, Plot-J-1/10 EP, GP Block, Salt Lake Electronics Complex,

Sector-V, Kolkata – 700 091

Ph: 033-2357-6361 :: Website: www.wbgedcl.in :: e-mail: wbgedcl@rediffmail.com

QUOTATION CALL NOTICE

No. WBGEDCL/Q-01/2023-24

Date: 05.06.2023

Sealed quotations are invited from reliable and experienced printing houses for designing, supply, printing and binding of Annual Report of WBGEDCL. The scope of work is as follows:

Sl. No.	Description of work	Quantity	Rate (Rs.)	Total Amount (Rs.)
1.	Designing cover page, printing of Annual Report of WBGEDCL for the year 2022-23 containing 60 pages approximately and binding as per details given below: Cover page on 300 GSM glossy art board paper, good quality. Inner page on Sunlight Bond paper Cover - 4 colour offset printing.	500 Nos.		
			Gross Total	
			Add: GST@.....	
			Total	

Terms and conditions:

1. Sealed quotation superscribing on the top of the envelope “**Designing, printing and binding of Annual Report of WBGEDCL for the year 2022-23**” is to be reached this office on or before 23rd June, 2023 by 2.00 p.m. All quotations received within that date will be opened at 3.00 p.m. in presence of all the bidders. Detailed information in this regard can be required from the office of the undersigned from any working day from 11.00 a.m. to 5.00 p.m. and also available in our website www.wbgedcl.in.
2. PAN, GST registration Certificate, Trade license should be submitted with the offer. Rate should be quoted as per our format. The taxes and duties if applicable should be mentioned in separate column of the above format. No delivery charges will be made extra.
3. Selected bidder should collect all the data of the Annual Report, design the proof of the Annual report and submit the same to the Company for approval within 07 days from the date of issuance of work order.
4. **Delivery:** The ordered article must be delivered at WBGEDCL office at Bikalpa Shakti Bhavan, Plot-J1/10 EP, GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata – 700 091 within 14 days from the date of approval of proof.

5. **Controlling Office :** Managing Director /Chief Engineer, WBGEDCL shall be the Controlling Officer.
6. **Consignee:** Establishment Section of WBGEDCL shall be the Consignee.
7. **Paying Authority:** Chief-Finance & Accounts, WBGEDCL shall be the paying authority.
8. **Terms of Payment:** 100% payment will be made through A/c payee cheque or electronic transfer drawn in favour of the successful bidder against submission of your bill in triplicate along with signed challan in original at this end. The bill shall be certified by the Controlling Officer of the order prior to submission of the bills to the paying authority.
9. **Penalty:** Delivery of the ordered articles in stipulated delivery period as mentioned in Clause no. 3". However, in case of delayed delivery a penalty @0.5% of the ordered value per week of part thereof , subject to maximum of @2.5% will be imposed and that will be deducted from the respective bill.

WBGEDCL reserves the right to accept/reject any or all quotations without assigning any reason thereof.

sd/-
Managing Director

Memo No: WBGEDCL/ 208(153) Vol-11/88(iii)

Dated 05.6.2023

Copy to :

1. Chief-Finance & Accounts , WBGEDCL
2. Notice Board, WBGEDCL
3. Website, WBGEDCL

sd/- 05/6/2023
Managing Director