



# WEST BENGAL GREEN ENERGY DEVELOPMENT CORPORATION LIMITED

(A Govt. of West Bengal Company)

CIN: U40108WB2007SGC121189

Under Department of Non-Conventional and Renewable Energy Sources, Govt. of West Bengal

: **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 / wbgedcl2007@gmail.com

## Quotation No. WBGEDCL/Q-2/2025-26

Memo No. WBGEDCL/208/166

Date: 03.07.2025

### **Sub:- Printing of Annual Report for the year 2024-2025.**

Sealed quotations are hereby invited by the undersigned from reliable and experienced printers/printing houses and binders for execution of work mentioned below.

Sl. No.	Name of work & its location	Completion time
1.	Designing, printing and supply of Annual Report of WBGEDCL for the years 2024-2025 (500 copies)	30 days

### **General Condition of Contract (GCC):**

1. Last date of submission of quotation:- Up to 2-00 P.M. on 18.07.2025 at Office of the General Manager (HR&A), WBGEDCL, Bikalpa Shkti Bhavan, J-1/10, EP & GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata-700091.

2. Opening date of quotation at 3-00 P.M. on 18.07.2025 at Office of the General Manager(HR&A), WBGEDCL, Bikalpa Shakti Bhavan, J-1/10, EP & GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata -700 091.

3. The offers should be submitted in two sealed envelopes for **Part-A & Part-B** should in turn be enclosed in one larger sealed envelope addressed to 'The General Manager (HR&A), WBGEDCL, Bikalpa Shakti Bhavan, Plot-J-1/10, Block- EP&GP, Sector-V, Salt Lake Electronics Complex, Kolkata – 700 091' with the following information superscribed on the top of the envelop:

**“Quotation for Printing of Annual Report of WBGEDCL for the year 2024-2025 against Quotation No. WBGEDCL/Q-...../2025-26.”**

**Envelop - Part-A:** Containing Bid Form & EMD

**Envelop - Part-B:** Containing Price BID (BOQ)

The bidder shall note that any conditional offer in respect of discounts on the prices/conditional supply and technical specifications will not be considered. All pages of offers are to be signed by authorized signatory in each page and company seal should be affixed on each page. In case of non compliance, offer is liable for rejections.

4. An earnest money of **Rs. 5,000.00 (Rupees Five Thousand only)** shall have to be submitted in form of 'Demand Draft/Banker's Cheque' to be drawn from any nationalized bank or scheduled bank of RBI in favour of 'West Bengal Green Energy Development Corporation Ltd' payable at Kolkata. The original Demand

Draft/Banker's Cheque against Earnest Money Deposit (EMD) must be submitted physically along with bid document in the tender box at the office of WBGEDCL, under sealed cover super scribing the name of the company, name of the work with quotation no. within the stipulated time before opening the bid. WBGEDCL will not, however, be held responsible for late delivery or loss of the DD / Bankers Cheque so mailed through post or courier.

***If the bidder does not submit the EMD physically along with bid document at WBGEDCL, J-1/10, EP & GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata - 700 091 within the due date and time, the bid of the said bidder will liable to be summarily rejected.***

5. Rate quoted by the bidders would remain valid for acceptance up to 3 (three) months from the date of opening of offer.
6. Sample of Printed Annual Report can be seen at WBGEDCL Office.
7. Cost consideration of additional work : If the cost of any additional work required to be executed at any site could not be derived from the obtained rate of different items against this tender, the cost of additional work will be considered at per Schedules (latest) rate.
8. Any evidence of unfair Trade Practices including over charging, price fixing, cartel etc. as defined in various statutes, will automatically disqualify the bidders.
9. If any Bidder withdraws his offer after opening of bid without giving any satisfactory explanation for such withdrawals, the EMD submitted by the bidder will be forfeited and the bidder will be debarred from taking part in the next three subsequent tenders of WBGEDCL. If successful bidder is unable to complete the job without any valid reason, in this case EMD of Successful bidder will be forfeited.
10. **Security Deposit:** For successful bidders the EMD of Rs. 5,000.00 (Rupees five thousand only) will be converted as Security Deposit. The Security Deposit will be released after completion of work in all respect. EMD of unsuccessful bidders will be refunded after placement of order to successful bidder.
11. WBGEDCL does not bind itself to accept the minimum rate & reserves the right to cancel any or all the tenders without assigning any reason.
12. **Price:** The basic price is fixed and firm. However, if the tax structure will change it may be considered by WBGEDCL against the payer of the contractor. Prices will be quoted and payable in Indian Rupees only.
13. **Payment:** All payments to be made to the Contractor under the contract will be in Indian rupees only. Payment schedule proposed to be as follows:

Sl. No.	Work Head	Pattern of Release of Payment
(i)	After supply of printed Annual Report for the years 2024-25.	100% of the executed value.
(ii)	Security Deposit	Security Deposit will be released after completion of work in all respect.

WBGEDCL will arrange for payment on completion of job and after receiving the printed Annual Report by WBGEDCL.

14. Taxes , Duties, Levies :
  - (a) The quoted Price is inclusive GST .

- (b) The contractor will comply with the proper bye laws and legal orders of the local body or public authority under the jurisdiction of which the work is executed and pay all fees and charges for which he may be liable. Nothing extra will be payable on this account.
15. Variation: The work volume may increase or decrease up to 25% of the tendered quantity.
16. On award of contract the contractor has to abide by all the statutory laws enforced from time to time.
17. The work shall have to be executed as per specification, terms and condition mentioned as per WBGEDCL's General Condition of contract. Conditional offer will not be accepted in any case.
18. Overall Controlling Officer: The General Manager (HR&A), WBGEDCL shall be the Controlling Officer of the Work.
19. Paying Authority: Chief-Finance & Accounts, WBGEDCL shall be the Paying Authority.
20. In case of any query the bidders may contact through our email-id [wbgedcl@rediffmail.com](mailto:wbgedcl@rediffmail.com) / [wbgedcl2007@gmail.com](mailto:wbgedcl2007@gmail.com) or physically at Office of the General Manager (HR&A), WBGEDCL, Bikalpa Shakti Bhavan, J-I/10, EP & GP Block, Salt Lake Electronics Complex, Sector-V, Kolkata-700 091.

### Special Condition of the Contract (SCC)

#### 1. Scope of Work

The scope of work will include but not limited to the followings:

- Design, printing and supply of printed Annual Report to WBGEDCL for the year 2024-2025 (500 copies).
- Annual Report containing 60-65 pages approximately and binding.

#### 2. Completion Time

The work must be completed within 30 days from the date of placement of order.

#### 3. Approval

The matter for printing is ready with our office. After designing of the Cover page inner page with all data, proof should be submitted to WBGEDCL for approval within 15 days from the placement of order.

#### 4. Materials and Workmanship

Experienced people should be deployed to collect the material and understand the details of printing we desire.

#### 5. Handing Over

The printing Annual Report of WBGEDCL for the Year 2024-2025 will be taken over by WBGEDCL upon successful completion of all tasks. During handing over of printed annual report, the contractor will submit the original delivery challan.

  
03/07/2024

(D. Chatterjee)

General Manager (HR&A)

List of Enclosures:

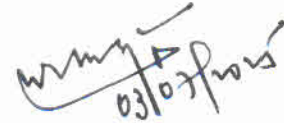
- Bid Form
- Price Schedule (BOQ)

Memo No. WBGEDCL/208/153/(Vol-II)/166

Date: 03.07.2025

**Copy for information to:**

1. Managing Director, WBGEDCL
2. Chief Engineer, WBGEDCL
3. Chief-Finance & Accounts, WBGEDCL
4. Notice Board, WBGEDCL.
5. Website, WBGEDCL

Handwritten signature and date: 03/07/2025

General Manager (HR&A)

**Bid Form**  
**(To be submitted by bidders on official letter head of the company)**

Ref. No:

Date:

To,  
The General Manager (HR&A)  
WBGEDCL  
Bikalpa Sakti Bhaban,  
Plot :J1/10, Block : EP-GP,  
Sector -V, Saltlake,  
Kolkata -700091

**Sub: Designing, printing and supply of Annual Report of WBGEDCL for the year 2024-2025 (500 Copies)**

**Ref: Quotation No. WBGEDCL/ Q-...../2025-26**

Sir,

I, the undersigned, being the authorized signatory of .....( Name of the Bidder), having read and examined in detail the NIT including general terms & conditions, special terms and conditions, do hereby submitting our offer to execute the contract as per terms & conditions as said forth in your NIT document.

1. We confirm having submitted the eligible criteria as required by you in your Tender Document along with this proposal. In case you require any further information or clarification in this regard, we agree to furnish the same in time.
2. A blank photocopy copy of the quotation document, duly signed is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions.
3. We have submitted the requisite amount of "Earnest Money" in the form of ..... on ..... Bank vide no..... dated .....

4. Our contact details related to this tender are as follows:

Information	Local office
Name of the Contact Person	
Designation	
Telephone No	
Fax No	
Mobile No	
Email Address	

5. We confirm that our bid in response to the NIT is consistent with all the requirements of submission as stated in the Tender Document and subsequent communications from WBGEDCL.

6. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge is materially inaccurate or misleading. Further, all the confirmations, declarations and representations made in our Bid are true and accurate.
7. We declare that the submitted our offer is without any deviations and are strictly in conformity with the documents issued by WBGEDCL.
8. We declare that content of the Tender Document including NIT and subsequent corrigendum, addendum, if any, are acceptable to us and we have not taken any deviation in this regard. This is to expressly certify that our offer contains **no deviation** either in direct or indirect form.
9. We also declare that in case any deviations are noticed which might have crept inadvertently, that such deviations without reservation of any kind are automatically deemed to have been withdrawn by us.
10. If you accept our offer, we agree to complete the entire work in accordance with work completion time given in the Tender document. We fully understand that the work completion time stipulated in is the essence of the contract, if awarded.
11. We also declare that, we have never been blacklisted and / or there were no debaring actions against us as on date due to any reason what-so-ever, by any Government or Government Agencies. In the event of any such information pertaining to the aforesaid matter found at any point of time either during the course of the contract or at the bidding stage, our bid/contract will be liable for truncation / cancellation / termination without any notice at the sole discretion of WBGEDCL.

**Company Seal :**

**Name :**

***Signature***

**Designation:**

(To be submitted by bidders on official letter head of the company)

**Price Schedule (BOQ)**

**Tender Inviting Authority : General Manager (HR&A), WBGEDCL**

**Nature of Work:** Design, Printing and Supply of Printed Annual Report for the year 2024-2025

**NIT No:** WBGEDCL/Q-\_\_\_\_\_/2025-26

**Bidder  
Name :**

Sl. No.	Description of work	No. or Qty.	Unit	Rate per unit including GST (in. Rs.)	Total Amount including GST (in. Rs.)
1.00	Design, Printing and Supply of Printed Annual Report for the year 2024-2025.	500	Nos.		
<b>Total in Words</b>					

Signature with Seal:

Name:

Designation: