

TENDER FOR WALL CALENDAR FOR THE YEAR 2021

**WBSSCL/ MD/ KOL/ NIT – 13 / 2020-21
DATED KOLKATA 24TH SEPTEMBER, 2020.**



**DATE OF OPENING OF TENDER
13TH OCTOBER, 2020**

**WEST BENGAL STATE SEED CORPORATION LIMITED
(A GOVERNMENT OF WEST BENGAL COMPANY)
6, GANESH CHANDRA AVENUE (5TH FLOOR)
KOLKATA – 700 013.**



WEST BENGAL STATE SEED CORPORATION LIMITED
(A Govt. of West Bengal Company)
Regd. Office : 6, Ganesh Chandra Avenue, (5th Floor), Kolkata – 700 013

Memo No.:

/Prodn./ WBSSCL

Date – 09 – 2020

Tender Notice

Sub. : Tender for purchase of wall calendars for the year 2021

Tender Reference No. : WBSSCL/ MD/ KOL/ NIT No. – 13/ 2020 –21 Dated 24 .09.2020

Sealed Tenders are invited from the bonafide, experienced and resourceful printers for printing of approx. 9000 nos. 4 pages, 4 coloured Wall Calendars of 22” x 17” size for the year 2021. The tender papers along with details specification will be available on any working day from 12:00 Noon to 4:00 P.M. from 28th September to 12th October, 2020 from the Production Section of the office of the undersigned.

Tender Documents are to be submitted in sealed envelope along with copies of current Professional Tax Deposit Challan, Valid Trade Licence, GST Registration Certificate, PAN Card, Credential of work execution with payment certificate and Earnest money by mean of bank draft drawn on any Nationalized Bank in favour of West Bengal State Seed Corporation Limited, payable at Kolkata in the drop box kept in the office of the Tender Inviting Authority.

The date of submission of duly filled Tender Paper is 13th October, 2020 up-to 1:00 P.M. and will be opened on the same day at 2:30 P.M. in presence of the intending tenderers. If it is not possible to open the bid on the scheduled date due to any unavoidable circumstances then it will be opened on next working day. The Corporation reserves the absolute right to accept or reject any or all tenders without assigning any reason.

TERMS AND CONDITIONS OF SUPPLY OF CALENDARS FOR THE YEAR 2021.

1. The scope of work involves supply of calendars as per order of the Managing Director, WBSSCL in different District Office of WBSSCL at District Head Quarters of West Bengal.
2. This tender related information if any further, shall be available at this office website www.wbsscl.com only.
3. The tenderer shall submit their rate in the enclosed format given in Annexure – I available with the Tender Documents. **No enclosure about rate sheet except given format will be accepted.**
4. Wall Calendars for 2021 have to be printed on 130 GSM Glossy Art Paper. This office will select picture and the art work of monthly wall calendar will be done by the selected firm / supplier by specifying the holidays (A specimen copy of the Calendar paper to be enclosed with tender documents during submission of bid). The total nos. of wall calendars to be printed will be 9000 nos.
5. The finished size of Wall Calendars will be of 22” x 17”. The cover page of wall calendar will contain some information relating to District Head Quarter of WBSSCL and other 4 pages will contain 4 colour offset printing photograph on 130 GSM Glossy Art Paper, mounted with tin and a whole at the centre of the bottom of tin. Each page will contain 3 Calendar months, indicating all Government Holidays in red ink and green ink for WBSSCLs’ foundation date i.e.13th November. Detailed information relating district units of WBSSCL will be given from WBSSCL Head Office, Kolkata.

6. Attested copies of valid and current Professional Tax Deposit Challan, Trade Licence, GST Registration Certificate, PAN Card and specimen Papers of calendar are to be attached with the Tender. The tenderer shall submit Credential for showing evidence of experience of calendars printing & supply the same to any organization earlier.
7. An Earnest Money of Rs. 3000/- have to be deposited by mean of Bank Draft drawn on any Nationalized Bank in favour of "West Bengal State Seed Corporation Ltd." Payable at Kolkata. The EMD of successful tenderer will be retained to the Corporation till the successful completion of supply and same will be released on application. Without EMD the tender will summarily be rejected.
8. The successful bidder shall deposit a token amount of Rs. 3000/- towards performance security in the form of Bank Draft in favour of "West Bengal State Seed Corporation Ltd." Payable at Kolkata within 3 (three) working days after receipt of rate acceptance letter from the Managing Director, WBSSCL, Kolkata. On application performance security will be released after successful completion of contract period.
9. The tenderer may produce their valid SSI certificate for this State for exemption of EMD.
10. Delivery of Calendars should be made positively within 2nd week of December, 2020 in bundles each consisting of 50 nos. of Wall Calendars.
11. The Bill is to be submitted in duplicate along with a copy of work order and receipted copy of Challan/ Consignment of the respective Districts to the Managing Director, WBSSCL. The payment will be made from WBSSCL, Head Quarter, Kolkata after successful completion of ordered quantities of Calendars on actual receipted quantity basis. Delayed supply beyond cut-off date will not be accepted.
12. The Corporation reserves the absolute right to reject or accept the lowest or any tender or all the tenders either in part or in full or increasing or decreasing the quantity without assigning any reason thereof. Acceptance of lowest rate is not obligatory.
13. The rates should remain valid at least 6 months from the date of opening of the tender and date may be extended further with mutual consent of both parties.
14. Tender Form containing detailed Terms and Conditions, Rates, destination of supply will be available from Production Section, WBSSCL, Kolkata from 28th September to 12th October, 2020 between 12:00 Noon to 4:00 P.M. on all working days except in holidays.
15. The quality of Calendar should not deviate or be inferior to the specimen copy to be enclosed during dropping the tender (**Specimen copy of Calendar paper should be attached**).
16. Tender Form duly filled in along with required documents should be dropped in the earmarked Tender Box kept within the office premises up-to 1:00 P.M. on 13th October, 2020. The tender will be opened at 2:30 P.M. of the same day in presence of the intending tenderer or their representative.
17. The Earnest Money Deposit will be forfeited if the lowest tenderer deny to supply the Calendar after receiving of Work Order or not accept the Work Order for other reasons within the due date. The lowest tenderer will not claim if the said order is diverted to the second lowest tenderer after due date.

18. In respect of any consignment declared "Not according to specification" by the Tender Inviting Authority or his Representative or in case of failure to effect supply of the ordered quantity within the stipulated date, supply order will be deemed as cancelled and penal action will be **taken as per Para-18 below**. Whereas, this situation if arises, then apart from the action mentioned herein, the WBSSCL also reserves the right to take necessary steps as per existing Govt. norms in order to ensure supply of valued order timely.

19. Penalties for Non-Compliances, Violations and Non-Performance:

The following penalties would be imposed for supply of sub-standard materials or for non-compliance, violation or non-performance of any of the terms and conditions of the tender:

- a) EMD would be forfeited.
 - b) The supplier will be blacklisted for three years from participation in any tender process of the WBSSCL Ltd.
20. All disputes and Court cases are subject to the Jurisdiction of the Hon'ble Calcutta High Court only.
21. No conditional offer will be accepted.
22. That any licenses/ statutory obligations that expire during the contract period shall be duly renewed by the Bidder without any lapses.
23. Provisions of purchase policy of the State Govt. vide G.O. no. 10500 – F dated 19.11.2004 and as amendment thereof will be applicable.

24-9-2020

**MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LIMITED**

Memo No.- 716 / 1 (10)/ WBSSCL

Dated :- 24- 09 - 2020

Copy forwarded for information and necessary action please to:-

- 1) The General Manager, WBSSCL, Kolkata – 700 013.
- 2) The Finance & Accounts Officer, WBSSCL, Kolkata – 700 013.
- 3) The Members of Tender Evaluation Committee of this Office (All).
- 4) Notice Board & Website of this office for wide circulation.

24-9-2020

**MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LIMITED**

(TO BE TYPED ON THE LETTER HEAD OF THE TENDERER)

ANNEXURE – I

RATE FORM FOR QUOTING OF RATE FOR SUPPLY OF CALENDARS FOR THE YEAR 2021.

(WBSSCL/ MD/ KOL/ NIT – 13 /2020-21 DATED 24 . 09 . 2020).

Sl. No.	Description			
1.	Name of the Tenderer / Supplier with full address and Telephone No.			
2.	Name of the Contact Person and Mobile No.			
3.	Details of Earnest Money Deposit (Draft to be enclosed)	Rs. 3000.00		
	Name of the Bank			
	No. and Date			
4.	Offered Rate per Wall Calendar (Size 22" x 17" four pages, four colour printing in 130 GSM Glossy Art Paper and one White Cover Page with District information in ordinary paper as shown in specimen and mounted with tin and a whole at the centre of the bottom of tin) including GST & FOR to District delivery.	Rate per each Calendar including loading, unloading & other charges for FOR district delivery (excluding GST) (Rs.)	GST per Calendar (Rs.)	Rate per each Calendar including loading, unloading & other charges for FOR district delivery (including GST) (Rs.)
5.	PAN Card No. furnished	Yes/ No.		
6.	GST Registration No. furnished	Yes/ No.		
7.	Trade Licence furnished	Yes/ No.		
8.	Professional Tax Deposit Challan furnished	Yes/ No.		
9.	Valid SSI Certificate (if applicable)	Yes/ No.		
10.	Credential (work experience)	Yes/ No.		

Date:- _____

(Signature of the Tenderer / Supplier with seal)

Points to be followed strictly.

1. All copies of Certificate and testimonials should be duly self-attested while dropping the Tender documents.
2. All the documents furnished along with Tender should be numbered chronologically and labelled with tag.
3. Each paper should be signed with official seal.
4. Rate should not be erased with whitener, tampered or over writing.
5. Validity of each Certificate should be highlighted or underlined.