

# **WEBEL TECHNOLOGY LIMITED**

(A Govt. of West Bengal Undertaking)

An ISO 9001:2008 Company

Plot – 5, Block – BP, Sector – V, Salt Lake, Kolkata – 700091

## **TENDER NOTICE**

|                             |   |
|-----------------------------|---|
| Tender No.                  | WTL/INHOUSE/SECP/23-24/001  |
| Date                        | 22.02.2023  |
| Brief Description of tender | Rate Contract of Stationery, Electrical, Computer Consumables & Printing Items – In-house |

We have in-house requirement for Stationery, Electrical Consumables, Computer Consumables and Printing items for the financial year 2024-2025. The details of Bill of material are given in following Annexure, which are enclosed.

1. Bill of Material for Stationery items - Annexure – A
2. Bill of Material for Computer Consumables - Annexure – B
3. Bill of Material for Electrical items - Annexure – C
4. Bill of Material for Printing items - Annexure – D

Vendors, who have a registered office at Kolkata or nearby Kolkata, can quote for all the items or any of the items mentioned in above Annexure – A to D. Only the vendors, who have an authorization certificate of HP/Canon/Epson for selling cartridges, can be quote for computer consumable items.

Please send us the rates along with the required documents in a sealed envelope within 7<sup>th</sup> March 2024 confirming to the specification as stated in the Annexure – A to D enclosed.

1. Rate to be quoted inclusive of taxes and other charges as per Price Sheet format enclosed, marked as Annexure 1 to 4, duly stamped & signed. The rates to be remain valid from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.
2. During the validity period the price is fixed. No price escalation will be allowed during the period.
3. If any bidder refuses to supply the material at contract rate during the validity period then necessary penalty will be imposed.
4. The material should be delivered as per our schedule, which will be intimated on time-to time basis. If material is not supplied with the delivery period then necessary penalty will be imposed.
5. WTL reverse the right to impose necessary penalty for non supply of material against the order. If required, proportionate amount may be deducted against the bidder's pending bill.

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6. The bidder should have valid GST Registration Certificate, copy of which should be submitted along with the offer. The bidders have applied for the GST Registration Certificate may be submitting the offer with proper evidence of application.
7. The delivery of the material should be made at Webel Technology Limited (WTL) office premises free of cost.
8. Payment Terms: Within 30 days from the date of acceptance of material after submission of bill subject to acceptance of material.
9. The Price Bid to be submitted as per format (Annexure – 1 to 4) enclosed showing the Taxes & duties separately.
10. The material will be inspected at WTL office premises. If it is not found as per specification then the same should be replaced free of cost.
11. WTL reserves the right to split up and distribute the order among the successful bidders and to curtail any item or work in the schedule partly or fully.
12. WTL reserve the right to reject or accept or withdraw the tender in full or part as the case may be without assigning the reasons thereof. No dispute of any kind can be raised the right of buyer in any court of law or elsewhere.
13. The bidder with lowest quote would normally be awarded the contract. WTL reserves the right to negotiate and split the order.
14. After finalization of rates, order will be placed on awarded bidders with the condition that the quantity will be intimated on time to time basis and delivery will be made with the stipulated time.
15. Price to be quoted as per the make mention in the Annexure –A to D. No other make will be accepted unless it is approved by WTL.
16. After placement of order vendor will not be allowed to change the make without prior approval of WTL.
17. For any clarification and sample, please contact Mr. Dilip Bhattacharyya, contact No. 23673403, Extn – 236.

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18. Any query and clarification related to the document will be entertained up to 29.02. 2024.
19. Last date and time of tender submission is 07.03. 2024 at 14.00 hrs.
20. Date and time of tender opening 07.03. 2024 at 15.00 hrs.
21. Bidders are request to be present at the time of tender opening.
22. Bidder should submit the following document in a seal envelope:
  - a) Copy of GST Registration Certificate.
  - b) Copy of PAN Card
  - c) Stamped & Signed Tender Notice on all pages.
  - d) Copy of valid Trade Licence.
  - e) Price Sheet (Annexure – 1 to 4) as per format duly stamped and signed.

**Commercial Department  
Webel Technology Limited**