



**WEST BENGAL HIGHWAY DEVELOPMENT CORPORATION  
LIMITED**

**(A Wholly Owned Company of Govt. of West Bengal)**  
HRBC Bhawan, 4<sup>th</sup> & 5<sup>th</sup> Floor, Munshi Premchand Sarani, Kolkata  
700021 Tel.: (033) 2262 5267, Tele Fax: (033) 2262 5266, Email:  
[info@wbhdcl.gov.in](mailto:info@wbhdcl.gov.in)  
Corporate Identity Number U45203WB2012SGC180687

[www.wbhdcl.gov.in](http://www.wbhdcl.gov.in)

**NIO**

Memo no1584 /WBHDCL

Dated: 27.12.2017

**Subject:-Sealed quotation for supply of printing, scanning, photocopy and binding of official documents**

Sealed quotations are invited from reputed vendors with establishment and infrastructure in Kolkata.

(All Rates shall be exclusive of all Taxes and duties as applicable on date of Quotation and shall remain forces for 30 days from date of Opening of Quotation)

• **Terms and Conditions:**

- I. You are requested to send your quotations in sealed cover super scribing "QUOTATION FOR SUPPLY OF PRINTING, SCANNING, PHOTOCOPY AND BINDING OF OFFICIAL DOCUMENTS" addressing to the Director (Admin), WBHDCL at following address:  
  
West Bengal Highway Development Corporation, 4<sup>th</sup> & 5<sup>th</sup> Floor, HRBC Bhawan Munshi Prem Chand Sarani, Kolkata -700021
- II. The quotation not sent in the manner indicated above would be liable to be rejected. Quotation will be accepted if the rates of all the items as provided in the lists are quoted by the vendor. The rates quoted by you will be valid for one year from the date of issue of the work order.
- III. The submission of quotation will not place WBHDCL under any obligation to place the order and expenses incurred by you in this regard will not be payable by WBHDCL. The quotation needs to be submitted by 16:00 hrs on or before **08.01.2018** along with Account Payee Demand Draft of **Rs.1,000/-** (Rupees one thousand only) as non-refundable Quotation Fees drawn in favour of West Bengal Highway Development Corporation Limited, payable at Kolkata. The Quotations shall be opened on same day at 17:00 Hours in presence of Quotationers, who wish to be present.
- IV. Quotation not supported with the demand draft for the said amount will not be entertained.
- V. Along with Quotation, following documents are required to be submitted
  - a) Trade License Copy indicating address of the establishment
  - b) Copy of PAN & GST registration with valid 15- digit Goods and Service Tax payer Identification Number (GSTIN) under GST Act, 2017.
  - c) Contact address with telephone number/fax number; are to be attached.

- VI. The article will required to be delivered free of carriage charges at the WBHDCL office premises.
- VII. In some cases binding should be done at WBHDCL office premises.
- VIII. Payment will be made within 30 days of successful completion of work and submission of invoice in favour of West Bengal Highway Development Corporation Limited.
- IX. “Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017”
- X. The successful quotationer must comply with all Government rules and regulations.
- XI. The WBHDCL reserves the right to accept any quotation not necessarily the lowest or to reject all the quotations without assigning any reason. WBHDCL may visit the premises of the bidder to inspect infrastructures available. In case of deficiency in service in terms of quality and time schedule, WBHDCL may terminate the works procured through this quotation with a notice of 15 days from date of Notice, at the discretion of the Company.
- XII. WBHDCL also retains the right to get the jobs done by other vendor at its sole discretion in case of exigency.
- XIII. Contract may be renewed at same rates, terms and conditions at the sole discretion of WBHDCL.
- XIV. Any further details, if required may be obtained from the office of WBHDCL.
- XV. In no case more than one work order will be issued by the company
- XVI. The bidder shall quote rates considering standard/ specific quality of papers & binding materials. WBHDCL reserves the right to seek any kind of clarification from the bidder before issuance of any Work Order.
- XVII. Minimum standard of material will need to be delivered by the selected vendor. The firms must not make any compromise on quality they supply. In case it is found at some stage that the quality of the products is below the quality of product already approved during the time of issuance of LOA, the contract is likely to be cancelled and suitable penalty imposed on the firm, as decided by the WBHDCL, which can extend to black listing of the firm also.

- **Criteria for selection of bidder:**

- i. The contract shall be awarded to a single bidder. The rate quoted by each bidder shall be multiplied by the weightage assigned to each item of work to arrive at the weighted value of quote. Sum total of this weighted value of quote in respect of each item shall be taken as the weighted amount quoted by the firm. a single firm shall be chosen as L1 on the basis of lowest “ weighted amount of quote”
- ii. The bid shall be summarily rejected, if a bidder fails to quote rate or quote “0” against any of the item of work given in the NIQ.

- Technical bid (Part-I) and Financial Bid (Part-II) and quotation fees are to be placed in three separate sealed envelope and the three envelopes super script as “Sealed quotation for supply of printing, scanning, photocopy and binding of official documents” are to be dropped within a single sealed envelope in the “TENDER BOX” at HRBC Bhawan, 4th& 5th Floor, Munshi Premchand Sarani, and Kolkata-700021 latest by 1600 hours on 08.01.2018 addressed to the Director Administration, WBHDCL

PROFORMA FOR QUOTATION

(TO BE FILLED UP AND PUT UNDER SEALED COVER)

1. Name of the Company, address, etc.

2. Details of rate quoted

Sl. No.	Item Description	Weightage	Rate
1	A-4 Size B/W Printing in 75 GSM Paper in reputed Photocopier (Modi / Canon or equivalent)	40	
2	A-4 Size Colour Printing in 100 GSM Paper in laser printer	40	
3	A-4 Size B/W Photocopying in 75 GSM Paper in reputed Photocopier (Modi /Canon or equivalent)	40	
4	A-4 Size Colour Photocopying in 100 GSM Paper in reputed Photocopier (Modi /Canon or equivalent)	40	
5	A-3 Size B/W Photocopying in 75 GSM Paper in reputed Photocopier (Modi /Canon or equivalent)	40	
6	A-3 Size Colour Printing in 100 GSM Paper in laser printer	40	
7	A-3 Size B/W Photocopying in 100 GSM Paper in reputed Photocopier (Modi /Canon or equivalent)	40	
8	A-3 Size B/W Printing in 75 GSM Paper in reputed Photocopier (Modi / Canon or equivalent)	40	
9	A-3 Size Colour Photocopying in 75 GSM Paper in reputed Photocopier (Modi /Canon or equivalent)	40	
10	A-2 Size B/W Plotting in 100 GSM Paper	60	
11	A-2 Size Colour Plotting in 100 GSM Paper	60	
12	A-2 Size B/W Photocopying in 100 GSM Paper	60	
13	A-2 Size Colour Photocopying in 75 GSM Paper	60	
14	A-1 Size B/W Plotting in 100 GSM Paper	60	
15	A-1 Size B/W Photocopying in 100 GSM Paper	60	

16	A-1 Size Colour Plotting in 100 GSM Paper	80	
17	A-1 Size Colour Photocopying in 100 GSM Paper	80	
18	A-0 Size B/W Plotting in 100 GSM Paper	40	
19	A-0 Size Colour Plotting in 100 GSM Paper	80	
20	A-0 Size B/W Photocopying in 100 GSM Paper	40	
21	A-0 Size Colour Photocopying in 100 GSM Paper	80	
22	Spiral binding with plastic coated cover of A4 size		
	i) Up to 100 sheets.	100	
	ii) 100 Sheets to 250 sheets	100	
	iii) 250 Sheets to 500 Sheets	100	
	iv) 500 Sheets to 750 Sheets	100	
23	Spiral binding with plastic coated cover of A3 size		
	i) Up to 100 sheets.	50	
	ii) 100 Sheets to 250 sheets	50	
	iii) 250 Sheets to 500 Sheets	50	
24	Hard binding with size –A-4		
	i) Up to 100 sheets.	50	
	ii) 100 Sheets to 250 sheets	50	

	iii) 250 Sheets to 500 Sheets	50	
	iv) 500 Sheets to 750 Sheets	50	
25	Hard binding with size –Legal		
	i) Up to 100 sheets.	50	
	ii) 100 Sheets to 250 sheets	50	
	iii) 250 Sheets to 500 Sheets	50	
26	Stitch binding with plastic coated cover size full size –A-4 size		
	i) Up to 100 sheets.	100	
	ii) 101 Sheets to 250 sheets	100	
27	Stitch binding with plastic coated cover size full size –A-3size		
	i) Up to 100 sheets.	40	
	ii) 100 Sheets to 250 sheets	40	
28	Stitch binding with plastic coated cover full size A-2 Size		
	i) Up to 100 sheets.	40	
	ii) 100 Sheets to 250 sheets	40	
29	Stitch binding with plastic coated cover full size A-1 Size		
	i) Up to 100 sheets.	30	
	ii) 100 Sheets to 250 sheets	30	

29	Stitch binding with plastic coated cover full size– A-0 size		
	i) Up to 100 sheets.	30	
30	Tracing print in colour (90 GSM)		
	i)A4	60	
	ii)A3	60	
	iii)A2	60	
	iv) A0	60	
	v) A1	60	
31	Tracing print in B/W (90 GSM)		
	i)A4	60	
	ii)A3	60	
	iii)A2	60	
	iv) A0	60	
	v) A1	60	
32	Paper Book binding with cloth		
	i) Up to 50 sheets	30	
	ii) 50 to 100 sheets	30	
	iii) 101 Sheets to 250 sheets	30	

33	Ammonia print (100 GSM) Xerox		
	i) A3	40	
	ii)A2	40	
	iii)A1	40	
	iv)A0	40	
34	Ammonia print (100 GSM)		
	i) A3	20	
	ii)A2	20	
	iii)A1	20	
	iv)A0	20	
35	Leather binding with plastic coated cover full scape size above 100 sheets but more than 250 sheets with gold print	30	
36	A2 size B/W Scanning	50	
37	A2 size Colour Scanning	50	
38	A1 Size B/W Scanning	50	
39	A1 Size Colour Scanning	50	
40	A0 Size B/W Scanning	50	
41	A0 Size Colour Scanning	50	
42	PVC Laminated employee I card with ribbon and holder	50	

43	Spiral binding at WBHDCL office premises	80	
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(All rates shall be exclusive of all Taxes and duties as applicable on date of Quotation and shall remain Firm for 30 days from date of Opening of Quotation)

(Figures may be written in words as well as in figures. In case of any discrepancy between figures and words, the amount written in words will be taken for consideration.)

Note: No cutting or over-writing will be allowed. Any quotation with over-writing or cutting will be disqualified.

Yours faithfully,

(Signature of the Authorized person) Date:

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Designation: \_\_\_\_\_

The details in respect of the company are as given under:

Name of Firm \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_

Nearest Landmark: \_\_\_\_\_

Telephone/Fax No. \_\_\_\_\_

Proof of Sales Tax/Income Tax \_\_\_\_\_

Registration No: Proof of Sales Tax/Income Tax Clearance Certificate, PAN, GSTN details



## DECLARATION

Declaration letter on official letter head stating the following:

- (1) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this quotation.
- (2) We are not black-listed by any Central/State Government/ Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person) Date:

Name:

Place: Designation: Business

Address: Seal: