



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LIMITED
(A Government of West Bengal Undertaking)
11-A, MIRZA GHALIB STREET, KOLKATA- 700087.

No. WBECSCL/RB/2022-23/ **244**

Date: **11.11.22**

Notice for inviting quotation for supplying of Roll-up Standee, Acrylic Holder Stand and Leaflet include design and print.

Quotations in sealed envelope are invited from eligible and bona-fide professional designer, suppliers or vendors having experience in similar kinds of work for supplying of **Roll-up Standee, Acrylic Holder Stand and Leaflet** include design and print for Roudra Bristi Outlet with location name. Write up of the design will be provided by the Authority of WBECSCL Ltd. and the design of all above mentioned articles should be finalized by the same.

The specifications and quantity of required items is given bellow.

Sl. No.	Name of the item	Technical specifications	Number of unit to be procured
1	Roll-up Standee	Width - 36" Height - 72" Made by Aluminium. With single side design as finalized by the Authority of WBECSCL Ltd. Writing material will be provided.	1 (One)
2	Acrylic Holder Stand (Tripod Stand)	Width - 24" Height - 48" Thickness - 3mm With both side design as finalized by the Authority of WBECSCL Ltd. Writing material will be provided.	1 (One)
3	Leaflet	Size - A4 Paper Quality - 130 GSM Design as provided and finalized by the Authority of WBECSCL Ltd.	1000 (One thousand)

• **SCOPE OF WORK :-**

i) Supply of Roll-up Standee, Acrylic Holder Stand (Tripod Stand) and Leaflet is for the Roudra Bristi outlet at Head Quarter i.e. at Khadya Bhavan, 11 - A, Mirza Ghalib Street, Kolkata-700087 only.

ii) The responsibility of supplier will be -

1. To make, design and single side printing for Roll-up Standee of above mentioned size and specification.

2. To make, design and both side printing for Acrylic Holder Stand (Tripod Stand) of above specified size and specification.

3. To design and single side printing for A4 size 130 GSM paper Leaflet.

4. Design of all items should be done by the supplier but that should be finalized by the authority of WBECSC Ltd. Necessary write up will be provided by same authority.

5. After making, all items should be transported up to the designated point at Khadya Bhavan, 11 - A, Mirza Ghalib Street, Kolkata-700087 or as per the direction of the authority in WBECSC Ltd.

• **Desirable Eligibility Criteria of Suppliers :-**

i) Experience & Specialization - The bidder should have experience in doing similar type of work of design, printing and making of this type of promotional materials at least for 1 (one) year in any Govt. Organization or Private Sector.

ii) Design, Printing and Making infrastructure - The bidder should have required infrastructure / facilities for design, printing of promotional materials as per the direction of the authority of WBECSC Ltd. and making of the same using above mentioned metal or similar any other materials and transportation of the finished products up to the designated storage point at Khadya Bhavan, 11 - A, Mirza Ghalib Street, Kolkata-700087 or as per the direction of the authority in WBECSC Ltd.

iii) The Bidder must have valid Trade-enrolment certificate.

iv) The Bidders should not have been black listed / prosecuted by any organization or Government / Govt. Undertaking for non - performance of contractual obligation.

List of Supporting Documents / Certificates, Credentials to be submitted :-

All intending Bidders will have to submit rate quotation formalities in prescribed format along with following documents mentioned below.

1. Attested or self - certified copy of Ownership documents of the Firm like Incorporation certificate / Firm Registration Certificate etc. as per applicability
2. KYC documents of the Firm and its Proprietor / Partners/ Directors. The address proof of the authorized signatory viz. Telephone bill / copy of pass port /electricity bill/ voter ID proof should be submitted along with the application. The address proof in respect of the Firm shall be either certificate of registration or certificate of incorporation issued by the concerned authority.
3. Bank account details of Firm along with IFSC code, Branch details, address shall be furnished in the letterhead of the firm.
4. Attested or self - certified copy of the Income Tax returns of the Firm for the last Two Financial years duly certified with a copy of a PAN card attested or self - certified by authorized signatory.
5. Attested or self - certified copy of Certificate of Registration under GST Act as applicable.
6. Attested or self - certified copy of up to date Trade enrollment Certificate in respect of the Firm.
7. Credentials towards experience in similar type of Works.
8. Undertaking of the Bidders to the effect not having been blacklisted / prosecuted by any organization or Government / Govt. Undertaking for non- performance of contractual obligation.

• **BID CLOSURE DATE :-**

Last date and time for receipt of bid	<u>25.11</u> .2022
Date and time of opening of bid	<u>28.11</u> .2022

Instruction to the Bidders

1. All intending bidders are requested to submit the Quotations in a sealed cover envelope. In case of failure to seal envelope as required and marking of Envelope as - **Quotation for "Supplying of Roll-up Standee, Acrylic Holder Stand (Tripod Stand) and Leaflet include design and print"**, NIQ No. _____, Dated - _____. The Managing Director, WBCESC Ltd. will assume no responsibility for misplacement, loss or premature opening of the Bid.
2. All intending bidders may remain present at the time of opening of Quotation.
3. All intending bidders have to submit Quotation in prescribed format along with up to date Income Tax, GST, Trade Licence, PAN, credentials for similar type of work.
4. The rate has to be quoted both in figure and in words in prescribed format annexed with the NIQ. The rate will be inclusive of all transportation costs to the delivery point and applicable taxes, if any.
5. Selected bidder has to make delivery and installation of all the **Roll-up Standee, Acrylic Holder Stand (Tripod Stand) and Leaflet** within 7 (seven) days from the date of issuance of Work / Supply Order.
6. After successful delivery and installation of all items, bills in triplicate along with original receipt challan may be submitted to the "Managing Director, WBCESC Ltd". The payment will be made after statutory deductions.
7. The undersigned reserves the right to accept or reject any or all the quotation without assigning any reason thereof.
8. For any queries, the intending bidders may contact RB division of this corporation during scheduled office hours.
9. The quotation should mention the total cost for supplying of Roll-up Standee, Acrylic Holder Stand (Tripod Stand) and Leaflet include design and printing including design and printing.
10. The Quotations must be sent to the Office of the "Managing Director, WBCESC Ltd, Khadya Bhaban, 11 - A Mirza Galib Street, Kolkata - 700087" no later than by 12:00 hour of 25.11.2022 or any extension to this deadline. Any Quotation or its modification received by the client after the deadline shall be declared late and rejected and promptly returned unopened.
11. The quotation inviting authority may extend the last date and time of submission of bids by issuing an amendment to the Notice Inviting Quotation.


Managing Director,
WBCESC Ltd.

QUOTATION SUBMISSION FORM

(To be printed on letterhead of the bidder)

To,
The Managing Director,
WBECSC Ltd,
11 - A Mirza Galib Street,
Kolkata - 700087.

Dear Sir,

We, the undersigned, offer for supplying of 1 (One) Roll-up Standee, 1 (One) Acrylic Holder Stand (Tripod Stand) and 1000 (One Thousand) Leaflet include design and print in accordance with your NIQ N _____, dated - _____, we are hereby submitting our Quotation in sealed envelope. The price for the same is given below.

Sl. No.	Name of the item	Quantity	Rate
1	Roll-up Standee	1 (One)	Rs. _____ / - (Rupees _____ _____ only.
2	Acrylic Holder Stand (Tripod Stand)	1 (One)	Rs. _____ / - (Rupees _____ _____ only.
3	Leaflet	1000 (One thousand)	Rs. _____ / - (Rupees _____ _____ only.
Total			Rs. _____ / - (Rupees _____ _____ only.

We understand you are not bound to accept any Bid you receive.

Thanking you.

Yours sincerely,

Authorized Signatory (In full and initials)

Name and Title of Signatory: _____

Name of the Company / Firm _____

In the capacity of - _____

Address- _____

Contact no.- _____

e-mail ID - _____

Enclosure -

I. Income Tax Certificate. (Last Financial Year)

II. Trade License. (Up to Date)

III. PAN

IV. GST. (Up to Date)

V. Credentials.