



# BENGAL CHEMICALS & PHARMACEUTICALS LTD.

(A Govt. of India Enterprise)

164, Maniktala Main Road, Kolkata - 700 054  
Phone No.: **2320-4155**/23204157-58 Fax: 23344156/23202322,  
Web-Site : [www.bengalchemicals.gov.in](http://www.bengalchemicals.gov.in)  
Email: [purchasehw\\_mfy@bengalchemicals.gov.in](mailto:purchasehw_mfy@bengalchemicals.gov.in)

## ENQUIRY

Dear Sirs,

Please submit your lowest offer to supply / undertake the following materials / jobs at our Maniktala factory subject to **TERMS AND CONDITIONS PRINTED OVERLEAF**. Your offer should be addressed to *Asst. Manager (Purchase)*. The sealed envelope must be super scribed with the Enquiry No, Date and Due Date. The offer will be accepted up to **1-30 P.M. on 15-10-2014** and opened on the same day at **3.00 P.M.** at our **PURCHASE DEPARTMENT** at **168, Maniktala Main Road, Kolkata- 700 054, (W.B.)** in presence of intending Tenderers.

SI No.	DESCRIPTION	QNTY.	Tender no / date	Last date/time of receiving and date / time of opening of tender
1.	XEROX COPY - A4 PAPER (A4 PAPER FOR XEROX SIZE (IN CM) - 21 CM X 29.7 CM, GSM: 75 GSM 500 USABLE SHEETS PER PACK, BRAND : COPY POWER REQUIREMENT - 60 PACKETE.)	60 PACK	<i>PL/MO/01/2014-15</i>  <i>Dated 08-10-14</i>  (Please Mention Tender No / Date and Due date In the Offer & on the Envelope)	Tender to be submitted Within <b>1.30 p.m. on 15-10-2014</b> Addressing – <b>The Asst. Manager (Purchase)</b> At 168, Maniktala Main Road, Kolkata – 700 054 Tender will be opened <b>At 3:00 p.m. on 15-10-2014</b> At 168, Maniktala Main Road, Kolkata – 700 054
2.	COVER FILE (COVER FILE REQUIREMENT - 60 PCS.)	60 PCS		
3.	FLAT FILE (FLAT FILE REQUIREMENT - 60 PCS.)	60 PCS		
4.	<b>PARTY SHOULD FOLLOW OUR TERMS &amp; CONDITION BEFORE SUBMISSION OF OFFER.</b>			

**# PAYMENT TERMS : 90 DAYS**

- # DELIVERY : IMMEDIATE
- # OFFER TO REMAIN VALID FOR 20 DAYS (MIN) FOR PLACING ORDER.
- # PRICE: F O R OUR STORES AT MANIKTALA WORK'S BASIS
- # ALL RELATIVE STATUTORY MATTER MANDATORY AS PER RULE
- # PARTY SHOULD MENTIONED ALL TERMS & CONDITIONS IN THEIR OFFER.
- # THE BID DOCUMENT IS NOT TRANSFERABLE.
- # RATES SHOULD BE QUOTED BOTH IN FIGURES AND WORDS IN ENGLISH. IF THERE IS A DISCREPANCY IN THE RATES BETY FIGURES AND WORDS, THE RATES QUOTED IN WORDS WILL BE TAKEN AS CORRECT FOR THE PURPOSE OF EVALUATION. ANY COLUMN OVERWRITING MUST BE AUTHENTICATED BY THE SIGNATURE OF THE TENDERER OR HIS AUTHORIZED REPRESENTATIVE.
- # NO AMENDMENT TO THE TENDER IN ANY FORM SHALL BE PERMITTED AFTER THE OPENING OF THE TENDER
- # EACH PAGE OF THE DOCUMENT SUBMITTED SHOULD BE SIGNED AND STAMPED BY THE TENDERER OR HIS AT REPRESENTATIVE.
- # THE FOLLOWING DOCUMENTS MUST ACCOMPANY ALL TENDER OFFERS :-
- # CERTIFIED COPY OF TRADE LICENSE / REGISTRATION CERTIFICATE
- # CERTIFIED COPY OF PARTNERSHIP DEED IN CASE OF PARTNERSHIP FIRM
- # ORIGINAL POWER OF ATTORNEY, IN CASE OTHER PERSON OTHER THAN THE TENDERER HIMSELF SIGNED THE TENDER DOCUMENTS
- # COPIES OF EPF & ESI REGISTRATION
- # TENDER IN SEALED COVERS SHOULD BE SUPER-SCRIBED
- # THE BOTTOM LEFT-HAND CORNER OF THE COVER SHOULD INDICATE THE NAME AND ADDRESS OF THE FIRM / TENDER
- # TENDERS RECEIVED IN UNSEALED COVERS WILL NOT BE CONSIDERED
- # CLOSING THE COVER WITH GUM ONLY OR STAPLING THE COVER WITH STAPLER OR PASTING ADHESIVE TAPE ETC. TREATED AS SEALED COVER.
- TENDER MUST BE DEPOSITED IN TENDER BOX IN THE 0/0 THE PURCHASE DEPT. 168, MANIKTALA MAIN ROAD, KOLKATA – 54
- # WE SHALL NOT BE RESPONSIBLE FOR DELAY IN RECEIPT OF QUOTATION FOR ANY REASON.
- # QUOTATION IF SENT BY FAX OR E-MAIL WILL BE REJECTED.

**N.B.: B.C.P.L. RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OFFER IN PART OR IN FULL WITHOUT ASSIGNING ANY REASON.**

**ASST. MANAGER PURCHASE  
BENGAL CHEMICALS & PHARMACEUTICALS LTD.**