



BENGAL CHEMICALS & PHARMACEUTICALS LTD.

(A GOVT. OF INDIA ENTERPRISE)

Purchase Dept.: 6, Ganesh Chunder Avenue, Kolkata 700 013

PHONE 033 23202322/4155/4157

Website: www.bengalchemicals.gov.in

Tender No: LT/Printed-Stationery/01/16-17. Date: 28th November, 2016.

Last date & time of Bid submission: 20th December, 2016 up to 3.00 PM.

Date & Time of Bid Opening: 20th December, 2016 up to 3.30 PM.

SEALED tender in Single Bid System (F. O. R to our Works at Kolkata basis) is invited from authorized or reputed printing job workers to supply various printed office stationeries (as listed bellow) to our head office @ 6, Ganesh Cunder Avenue, Kolkata – 13, with terms and conditions described in this tender document.

Bid Submission & Bid Opening (Technical cum un-priced bid & Price Bid) will be at **Purchase Department, 6 Ganesh Chunder Avenue, Kolkata – 700 013.**

All the bidders are requested to attend the bid opening on 20th December, 2016 @3:30pm.

List of Items with Qty Requirement:

S/N	ITEM NAME	UOM	Qty Req.
1	Letter Head	Each	5,000
2	Continuation Sheet	Each	3,000
3	White Envelop (13/18cm) printed with Logo and company name.	Each	2,000
4	White Envelop (Window Type 12/27.5cm) printed with Logo and company name.	Each	2,000
5	Envelop with inner Net (27/37cm) printed with Logo and company name.	Each	1,000
6	Orange colour Envelop (15/30cm) printed with Logo and company name.	Each	1,000
7	Brown Envelop with Inner Net (18/32cm) printed with Logo and company name.	Each	1,000
8	Flat File printed with Logo and company name.	Each	5,00
9	Cover File printed with Logo and company name.	Each	3,00
10	Arch File printed with Logo and company name.	Each	3,00
11	Visiting Card	Box of 100	54

Terms & Conditions:

- I. Payments will be on 30days credit from the date of supply.
- II. All interested bidders are requested to visit us before quotation submission to check the exact specification and quote accordingly.
- III. Awarded bidders to supply samples / art work of printed matters and obtain approval before bulk supply.
- IV. In case of two bidders quoted the same price BCPL may go for split ordering of equal qty to both bidders

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- V. L-1 will be evaluated on landed cost to BCPL (Cost to Company) including all taxes on 15days credit basis.
- VI. Bidders quoting with lesser credit period then tender payment terms will be calculated with upward loading charges of 1.5% per 30days for L-1 evaluation.
- VII. If the contract awarded supplier fails to execute the order within stipulated time, BCPL will go for alternate resourcing and the price difference will be debited from the awarded supplier who fails to execute the work on time.
- VIII. Awarded supplier to supply as per BCPL Call up, within 15days from for the time of call up.
- IX. Above mentioned Qty is indicative, BCPL may increase or decrease qty as per requirement.
- X. This tender will be valid for three (03) months from the date of ordering. Therefore bidders to quote accordingly.
- XI. No transportation charges will be paid Extra.
- XII. BCPL reserves the right to terminate the contract at any point of time during the contract period, if the supply and service provided by the firm is not satisfactory.
- XIII. Price quotation to accompany with accepted bid (Duly sealed and signed this tender document)

Format for Quoting Price:

It should be printed on bidder's letter head kept inside sealed envelope, superscripted with **Tender No, Tender Date & Due Date.**

S/No	ITEM NAME	UOM	Unit Price	Taxes	Total Per Unit
1	Letter Head	Each			
2	Continuation Sheet	Each			
3	White Envelop (13/18cm) Printed	Each			
4	White Envelop (Window Type 12/27.5cm) Printed	Each			
5	Envelop with inner Net (27/37cm) Printed	Each			
6	Orange colour Envelop (15/30cm) Printed	Each			
7	Brown Envelop with Inner Net (18/32cm) Printed	Each			
8	Flat File Printed	Each			
9	Cover File Printed	Each			
10	Arch File (Printd)	Each			
11	Visiting Card	Box of .			

#Payment Terms:.....**# Price FOR to Deliver at BCPL, 6Ganesh Chunder Avenue, Kolkata – 13.****Purchase Department****6, Ganesh Chunder Avenue, Kolkata – 700 013**