



# BENGAL CHEMICALS & PHARMACEUTICALS LTD.

(A GOVT. OF INDIA ENTERPRISE)

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

PHONE 033 22371525  
Website: [www.bengalchemicals.gov.in](http://www.bengalchemicals.gov.in)

**Tender No: LT/STATIONARY/01/18-19. Date: 09-Jul.-2018.**

**Last date & time of Bid submission: 24-Jul.-18 up to 2.00 PM.**

**Date & Time of Bid Opening: 24-Jul.-18 @ 2.30 PM.**

SEALED tender in Single Bid System (F. O. R. our BCPL Corporate Office @ 6, Ganesh Chunder Avenue, Kolkata 700 013) is invited from manufacturer/their authorized dealer for supply of the items as follows.

Item Name	Approximate Total Qty.
White Envelop	5,000 Pcs.
Letter Head	5,000 Pcs.

**For specification and Sample, bidders to visit our Corporate Office.**

Evaluation will be on 24-07-2018 @2:30PM. All interested bidders are requested to attend and check the website for update. Venue of all tender activities will be held in Purchase department, BCPL, 6, Ganesh Chunder Avenue, Kolkata – 700 013.

All Bidders are requested to attend the same.

### **Important Terms & Conditions:**

1. Validity: Quoted price should be valid for 30days for placing the orders.
2. Payment terms: 30 Days credit from date of delivery and acceptance, in case of lesser credit period quoted by vendor will be calculated with 1.25% upward loading charge per month for L1 Evaluation.
3. Quantity: As mentioned above approximate Qty, BCPL has full rite to order more or less as per requirement.
4. New Bidders who is not registered to BCPL need to submit firm's details as mentioned below with Price Bid, otherwise the price will not be treated valid.
5. *QUOTATION IF SENT BY FAX OR E-MAIL WILL BE REJECTED.*
6. *OFFER/ QUOTATION IN SEALED ENVELOPE WITH PRESCRIBED FORMAT ONLY WILL BE VALID. ANY AMMENDMENT TO THIS TENDER WILL BE DECLARED BY OUR OFFICIAL WEBSITE ONLY.*
7. **Any tender received after due date, Non adherence to Payment Terms, Item, etc will be rejected by BCPL without assigning any reason.**
8. B.C.P.L reserves the right to accept or reject any offer in part or in full without assigning any reason.
9. Materials to deliver by awarded supplier within 7days from the date of ordering.
10. In the event of awarded bidder fails to supply on time BCPL has full right for alternate resourcing at L1 supplier's cost if the alternate resourcing is costlier than L1 price.
11. BCPL may consider 60:40 ordering if the L1 bidder is found not capable to supply the requirement on time & L2 matches the L1 price.



# BENGAL CHEMICALS & PHARMACEUTICALS LTD.

(A GOVT. OF INDIA ENTERPRISE)

Centralized Purchase Dept.: 6, Ganesh Chunder Avenue,

Kolkata 700 013

PHONE 033 22371525

Website: [www.bengalchemicals.gov.in](http://www.bengalchemicals.gov.in)

## Guidelines for filling Bids:

- I. Offer should be in sealed Envelop super scribed with Tender no, Date & Due date.
- II. **Accepted Bid document to submit with the offer (Mandatory)**
- III. Bidders not registered to BCPL need to submit the below mentioned documents along with offer else the offer will be rejected without assigning any reason. Bidder who has never supplied the asked item to visit our QC for more specification details.

- GST Registration Copy.
- Copy of PAN Card.
- Manufacturing / Trade License copy.
- Accepted copy of this Tender document, duly signed and stamped.

(Bidder who has already supplied the said item to submit BCPL's order copy with offer instead of above mentioned documents for new supplier)

#### IV. Format for Quoting Price:

It should be printed on bidder's letter head kept inside sealed envelope, superscripted with Tender & Due Date.

Item Name	UoM	Qty.	Price	Total
White Envelop	Pcs.	5,000		
Letter Head	Pcs.	5,000		
GST @.....%				
Total in Rs. (Including all Taxes)				

**Deputy Manager (Purchase)**

**6, GC Avenue, Kolkata – 700 013.**