WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

ENLISTMENT DOCUMENT

APPLICATION FORM

FOR ENLISTMENT UNDER FOLLOWING CATEGORIES:

Category A: Offset Printing Items

Category B: Photocopying & Spiral Binding

Category C: Office Stationeries and General Order Suppliers

DOCUMENT No. GM (HR&A)/TP&AS/TENDER/2025/81
Dated: 08.08.2025

WBSETCL

Office of the General Manager (HR&A)

Training, Planning & Allied Services

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

CIN: U40101WB2007SGC113474

Regd. Office: Vidyut Bhavan (8TH Floor), Block-'D',

Bidhannagar, Block-DJ, Sector-II : Kolkata : 700 091

Ph No: **(033) 2319-7670; Fax: (033) 2334-2218;**

E-mail- fl.wbsetcl@gmail.com

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued.

INTRODUCTION

About WBSETCL

West Bengal State Electricity Transmission Company Limited (WBSETCL), a wholly owned Government of West Bengal Enterprise was incorporated under the provisions of the Companies Act, 1956 on 16th February, 2007 and obtained Certificate of Commencement of Business on 21st March, 2007 after unbundling of erstwhile WBSEB. The Company is designated as the only State Transmission Utility (STU) including State Load Despatch Centre and is engaged in the business of Electrical Power Transmission at High Voltage. Its business operations are regulated on the basis of Cost-plus tariff approved by West Bengal Electricity Regulatory Commission (WBERC). The Company is a profit-making Enterprise since its incorporation.

Objectives of this Enlistment

West Bengal State Electricity Transmission Company Limited (WBSETCL) is looking for a Bidders / Firms / Companies for enlistment as vendor for **Category A:** Offset Printing Items, **Category B:** Photocopying & Spiral Binding & **Category C:** Office Stationeries and General Order Suppliers for procurement of similar items time to time through tendering process for used by various Department of the Company.

(A) Qualifying Criteria for enlistment under WBSETCL

The bidder intends to enlist under above 3(three) categories i.e **Category A:** Offset Printing Items, **Category B:** Photocopying & Spiral Binding & **Category C:** Office Stationeries and General Order Suppliers under Corporate Facility & Logistic of WBSETCL should full-fill following criterion:

a. The firm / agency / company should have a valid trade licence.

b. Branch Office / Registered Office of the firm / agency / company should be located within **Kolkata or Newtown Rajarhat or South & North 24 Paragans.**

c. Adequate Manpower with sufficient knowledge for similar works and for providing sale service should exist.

d. Should have registration / registered under Goods & Services Tax.

e. Experience to execute in similar works i.r.o each category for which enlistment will be done of value not less than **Rs 25,000/- (Twenty-Five Thousand) against single order during last three financial years i.e FY: 2022-23, 2023-24 & 2024-25** and successful execution of order is also required.

f. **Minimum Annual Average Turnover** (excluding non-recurring items) of the participating bidders / firms / company from similar types of businesses for the best three years out of the last five Financial Years (FY: **2020-21, 2021-22, 2022-23, 2023-24 & 2024-25)** shall not be less than **Rs. 1,00,000.00 (Rupees One lakhs only).** The turnover should be of the bidder and not of the group of companies or consortium/subsidiaries/sister concerns etc. The proofs in support of the same such as certified copies of audited Balance Sheet, Profit & Loss Accounts etc. IT return shall have to be submitted with the bid documents.

g. The firm / agency / company intends to enlist under **Category A:** Offset Printing Items & **Category C:** Office Stationeries and General Order Suppliers should have coverage under Insurance / Fire Insurance for Safety and also Godown facility required.

(B) **Application Fees: Nil**

(C) **Period of Enlistment:** Initially for a period of **02(two) years** which may be extended for a further period of **1(one) year** subject to satisfactory performance of the vendor.

(D) **Security Deposit**: An amount of **Rs.5,000/- (Five Thousand)** have to be deposited by the successfully & eligible bidder / vendor as per WBSETCL instruction after technical evaluation as **Security Deposit to WBSETCL. This will be refunded to the vendor after successfully completion of the entire enlistment period.** The Security Deposit will have to be deposited in the following Bank Account through NEFT / RTGS / IMPS mode or the vendor may submit **Demand Draft** drawn in favour of **WBSETCL** payable at **Kolkata** only:

NAME OF THE BANK	SBI
ADDRESS OF THE BANK	Industrial Finance Branch Kolkata, 4th & 5th Floor, Jeevan Deep Building,1, Middleton Street, Kolkata, West Bengal-700071
ACCOUNT NO	41456850307
IFS CODE	SBIN0001936

The Security Deposit will have to be deposited within 30days from the date of issuance of confirmation letter of enlistment.

(E) **Submission of Documents**: Following documents have to be submitted by the bidder for enlistment:

1. Duly filled-in Application Form as stated below.
2. Copies of Final Accounts, Balance Sheet, P/L Account, Income Tax return copies etc. of the financial years stated under qualifying criteria.
3. Copies of Purchase Order, Work Order or Work Completion Certificate towards supply of Similar items to full-fill qualifying criteria.
4. Copy of GST Registration Certificate.
5. Copy of Trade Licence, PAN & TAN.
6. Copy of Partnership deed have to be submitted in case of registered partnership firm.
7. Copy of relevant document have to be submitted in case of Co-operative society.
8. Bank Account statement of last 3(three) months have to be submitted.
9. Copy of rent agreement with landlord as a proof of branch office along with office address details have to be submitted.

---The above documents should be signed by the Vendor with office seal. If required, WBSETCL reserves the right to check all the documents in original for verification.

(F)**Procedure of Evaluation**:

1. The enlistment document duly filled in and signed on all pages as stated above is to be submitted in a sealed envelope to **the General Manager (HR&A), TP&AS, Corporate HR&A Department, West Bengal State Electricity Transmission Company Limited (WBSETCL), Bidyut Bhavan (8th Floor), Karunamoyee, Saltlake, Block -D, Kolkata 700091** on or before the last date for submission of enlistment document as specified below **super-scribed with the words** *"Enlistment Document for Enlistment under* ***Category A:*** *Offset Printing Items,* ***Category B:*** *Photocopying & Spiral Binding &* ***Category C:*** *Office Stationeries and General Order Suppliers* " with enlistment document No and Bidders Name & Address & **Category for which bidder intends to enlist** written clearly on the front side of it.

2. All such sealed envelope as submitted by intending bidders shall be opened by the Committee. Decision regarding enlistment of vendors will be taken only on the basis of credentials, past experience, financial position, business reputation and performance as submitted along with the application and if the bidder full-filled Qualifying Criteria only. In case if it is found that additional documents are required then same may be asked by WBSETCL from the bidder.

(G)**Others Terms & Conditions**:

a. Tender Notice will be sent to you time to time. Company will not be held responsible for delay in receiving and also non-receipt of Tenders, if sent by post Tenders received after due date will not be accepted.

b. The Company reserves right for non-issuing of any tenders to all the enlisted vendors without assigning any reason whatsoever.

c. Rates shall be quoted by the bidder both in figure and word in accordance with the tender specification. Reference number with date of issue of enquiry, details of materials and due date of opening date of tender should be prominently written in sealed envelope.

d. All correction in the offer should be initiated and dated by the bidders before submission of the offer. Each page of the offer documents must be signed and dated by the bidder.

e. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the vendors who resort, to canvassing will be liable to cancel.

f. The suppliers/firms shall allow the Company's authorized representative(s) to visit shop, godown etc. as and when required.

g. The Company reserved the right to conduct third party testing of the supplied articles. Report of the third party will be final. In such case supplier should borne the cost

h. The enlistment may be cancelled in the event of the concerned supplier/firm does not respond to NIT for three (3) consecutive occasions.

i. The existing list of enlistment of vendors will stand cancel from date of issue of fresh list of enlistment of vendors.

j. All other terms and conditions will be guided by the general terms and conditions of the company like all statutory Acts and Rules & Regulations framed by State Govt and compliance of all statutory obligations under relevant Labour Act.

k. An amount of **10 % (ten percent)** of order value will be deducted from each bill of the vendor for supply of materials i.r.o order placed to them time to time. This amount will be refunded to the vendor after completion of warranty period / defect liability period i.r.o each item will be supplied or period as specifically mentioned in the NIT.

(H) **Address for obtaining clarification**: In case any clarification the vendor may contact in the following office or **e-mail their queries** in the following address / e-mail id:

Office of the General Manager(HR&A), TP & AS,
Regd. Office: Vidyut Bhavan (8TH Floor), Block-'D",
Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091
Ph No: (033) 2319-7670 & (033) 2319-522;
E-mail-fl.wbsetcl@gmail.com
Website- www.wbsetcl.in

(I) Desiring Agency/Firm/Company have to download Documents from the Company's website **www.wbsetcl.in or may collect same by hand / person from the Corporate Store, WBSETCL, Basement of Vidyut Bhavan, Saltlake, Kolkata-91.** All the required Document will be available in the Company's Website for the intending bidder / agencies from **08.08.2025 at 11:00 A.M** onwards only.

(J)Important Dates:

Sl No.	Description	Dates
1.	Document download Start Date	**08.08.2025 at 11:00 A.M**
2.	Last date of submission of filled in application form	**01.09.2025 up to 02:00 P.M**
3.	Date of opening of submitted application	**01.09.2025 at 03:00 P.M**

APPLICATION FORM

To,

The General Manager(HR&A),

TP & AS, WBSETCL

Sub: Submission of Enlistment Form

Ref: Document No.GM(HR&A)/Tender/TP&AS/2025/81 Dated. 08.08.2025

Sir,

We are hereby submitted this application for enlistment under category "**Category A:** Offset Printing Items (…….) **Category B:** Photocopying & Spiral Binding (……..) & **Category C:** Office Stationeries and General Order Suppliers" etc. (……..) [**Please Tick ✔ in the appropriate box**]. Details are stated below:

1.Name of the Firm:……..

2.Regd. Office Address:……..

……..

3.Mobile No/Telephone No……..

4.Name of the Proprietor……..

5.Name of the Contact Person……

6.Type of Organization……..

7.GST No……..

8.PAN & TAN Number……..

9.Details of Work Order Executed……..

……..

10.Category Applied For……

The information furnished above is correct to the best of my knowledge.

Place:

Dated:

……

(Signature of the Proprietor/ Partner/ Chief Executive)

With Seal

[End of Document]