





REGISTERED OFFICE INDIA POWER CORPORATION LIMITED PLOT NO: X -1,2& 3 BLOCK EP, SECTOR-V,SALT LAKE City, KOLKATA-700091 P : +91 33 6609 4300 / 08 / 09 / 10 F : +91 33 2357 2452 CST No : 19740080255 ,VAT No : 19740080061	CENTRAL OFFICE : INDIA POWER CORPORATION LIMITED SANCTORIA P.O : DISHERGARH DIST , BURDWAN-713333 , W.B. P : +91 341 6600 454 / 455 / 456 / 457 F : +91 341 6600 464	 
---	--	---

REQUEST FOR OFFER

TO : XXXXX , 000000, India Ph: Fax: Contact person : Your Vendor No with us : 101105	Enquiry No./Collective No : 2023005795
	Enquiry Date : 19.05.2023
	BID Closing Date : 26.05.2023
	Type of security Furnished, if Required NOT APPLICABLE
Issuing Office : India Power Corporation limited Plot No. X ,1,2&3, Block -EP SECTOR-V Salt Lake City Kolkata West Bengal 700091 India P : +91 33 6609 4300/08/09/10 F : +91 33 2357 2452	Contact info - MR Swagata Roy (Manager Purchase & Store) Tel - 9434662936 Email - swagata.roy@indiapower.com

Dear Sir,
Your offer is invited for the supply of materials/providing services as per following descriptions,specification and indicated quantities.The offer should be submitted as per following format(Please submit your offer in your letter head as per format below).

SL No.	MATERIAL NO.	MAT. DESC	UOM	QTY	DELIVERY DATE
1	441000004N		each	40.000	16.06.2023
Full Description XEROX PAPER SIZE: 21 x 29.7 (44 CMS)					
2	441300002N		each	40.000	16.06.2023
Full Description LEVER ARCH FILE					

REGISTERED OFFICE INDIA POWER CORPORATION LIMITED PLOT NO: X -1,2& 3 BLOCK EP, SECTOR-V,SALT LAKE City, KOLKATA-700091 P : +91 33 6609 4300 / 08 / 09 / 10 F : +91 33 2357 2452 CST No : 19740080255 ,VAT No : 19740080061	CENTRAL OFFICE : INDIA POWER CORPORATION LIMITED SANCTORIA P.O : DISHERGARH DIST , BURDWAN-713333 , W.B. P : +91 341 6600 454 / 455 / 456 / 457 F : +91 341 6600 464	 Adding power to life 
---	--	---

--	--	--	--	--

3	441000021N		SHEET	1000.000	16.06.2023
---	------------	--	-------	----------	------------

Full Description 60 GSM COMPUTER PAPER SIZE: 10" x 12" x 1, Z-FOLD.					
---	--	--	--	--	--

4	442000053N		each	8.000	16.06.2023
---	------------	--	------	-------	------------

Full Description STAPLER SIZE 10 NO.					
--	--	--	--	--	--

5	442000051N		each	8.000	16.06.2023
---	------------	--	------	-------	------------

Full Description LIQUID GUM SIZE: 700 ML/ BOTTLE					
--	--	--	--	--	--

6	442000058N		each	6.000	16.06.2023
---	------------	--	------	-------	------------

Full Description PUNCHING MACHINE MAX NO. 18					
--	--	--	--	--	--



7	441300003N		each	15.000	16.06.2023
---	------------	--	------	--------	------------

Full Description AUTO CLIP FILE (AS PER APPROVED SAMPLE)					
--	--	--	--	--	--

--	--	--	--	--	--


REGISTERED OFFICE INDIA POWER CORPORATION LIMITED PLOT NO: X -1,2& 3 BLOCK EP, SECTOR-V,SALT LAKE City, KOLKATA-700091 P : +91 33 6609 4300 / 08 / 09 / 10 F : +91 33 2357 2452 CST No : 19740080255 ,VAT No : 19740080061	CENTRAL OFFICE : INDIA POWER CORPORATION LIMITED SANCTORIA P.O : DISHERGARH DIST , BURDWAN-713333 , W.B. P : +91 341 6600 454 / 455 / 456 / 457 F : +91 341 6600 464	 
---	--	---

8	442000043N		each	12.000	16.06.2023
Full Description White Ink Pen, Erazex					
9	441000006N		each	1.000	16.06.2023
Full Description XEROX PAPER SIZE: 29.5 x 42.0 (A3) [500 SHEETS/PKT.]					
10	442000018N		BOX	20.000	16.06.2023
Full Description Stapler Pin, No. 10 (1000 pins / Box)					
11	440900007N		each	10.000	16.06.2023
Full Description WHITE PAD SIZE: 8 1/2" x 11 1/2" (100 SHEETS / PAD)					
12	441100001N		each	15.000	16.06.2023
Full Description BOUND BOOK REGISTER RULED 16 NO.					

REGISTERED OFFICE INDIA POWER CORPORATION LIMITED PLOT NO: X -1,2& 3 BLOCK EP, SECTOR-V,SALT LAKE City, KOLKATA-700091 P : +91 33 6609 4300 / 08 / 09 / 10 F : +91 33 2357 2452 CST No : 19740080255 ,VAT No : 19740080061	CENTRAL OFFICE : INDIA POWER CORPORATION LIMITED SANCTORIA P.O : DISHERGARH DIST , BURDWAN-713333 , W.B. P : +91 341 6600 454 / 455 / 456 / 457 F : +91 341 6600 464	 
---	--	---

13	440800008N		each	200.000	16.06.2023
Full Description BROWN CLOTH ENVELOPE WITH COMPANY'S ADDRESS SIZE: 13 1/2" x 10" X 1" SIDE FOLDED					
14	440800011N		each	300.000	16.06.2023
Full Description BROWN ENVELOPE WITH COMPANY'S ADDRESS SIZE: 16" x 7 1/2" PLAIN TYPE					
15	441100014N		each	22.000	16.06.2023
Full Description POWER STATION LOG BOOK REGISTER, SIZE OF REGISTER 22"x32". OFF SET, BOTH SIDE PRINTING , AND CONTAINING 200 PAGES WITH COMPLETE CANVAS BINDING.					
16	440500002N		each	3.000	16.06.2023
Full Description DAK FORWARDING MEMO IN TRIPLICATE SIZE: 11 1/2" x 8 1/2" (50 SHEETS/PAD)					
17	440700001N		each	1000.000	16.06.2023
Full Description ATTENDANCE CARD (WEEKLY) SIZE 6 1/4" x 11" BOTH SIDE PRINTING					
18	440200078N		each	500.000	16.06.2023
Full Description METER INSTALLATION FORM IN TRIPLICATE AS PER SAMPLE					

Instructions for submission of offer:
 The offer should be submitted as per following format.

REGISTERED OFFICE INDIA POWER CORPORATION LIMITED PLOT NO: X -1,2& 3 BLOCK EP, SECTOR-V,SALT LAKE City, KOLKATA-700091 P : +91 33 6609 4300 / 08 / 09 / 10 F : +91 33 2357 2452 CST No : 19740080255 ,VAT No : 19740080061	CENTRAL OFFICE : INDIA POWER CORPORATION LIMITED SANCTORIA P.O : DISHERGARH DIST , BURDWAN-713333 , W.B. P : +91 341 6600 454 / 455 / 456 / 457 F : +91 341 6600 464	 
--	---	---

1	2	3	4	5	6	7	8	9
Item	UOM	Qty	Rate(Rs)	Amount (Rs) 3X4	Pkg & Forwd As % of 5	Freight & Transit Insurance	GST in % (if applicable)	Total Amount (5+6+7+8)

Amount Including P&F,ED,ST/VAT(9)	
Freight (10)+VAT on Freight (11)+Transit Insurance(12)	
Total Quoted Price(9+10+11+12)	

Mode of Submission of Offer :

"PLEASE SUBMIT YOUR OFFER DULY INCORPORATING GST CODE AND HSN/SAC NO " OUR GST NO - 19AABCD0340G1Z4

Offer must be submitted mentioning our Enquiry Number, Enquiry Date and the due date of opening. Envelopes without any Enquiry No. Shall be rejected.

TENDER OPENING PROCESS

TENDERS AS RECEIVED SHALL BE OPENED IN PRESENCE OF INTERESTED BIDDERS AND EXECUTIVES OF IPCL AS ASSINED. TENDERS SHALL BE OPENED AT PURCHASE DEPARTMENT, CENTRAL OFFICE ON 26.05.2023 AT 16.00 HRS.

TENDER SHALL BE SUBMITTED AT CENTRAL OFFICE UPTO 12 HRS ON DUE DATE.

IPCL will not be responsible for any postal/courier delay in receiving offers. To avoid delay, proper care should be taken. Your complete offer as per our price format along with your terms and conditions is to be submitted at the address of the Issuing Office either by hand or by speed post/courier.

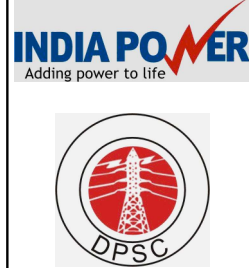
IPCL is not bound to accept any bid or lowest bid as received and can decide otherwise during order placement.

Terms & Conditions mentioned herein can be changed or additionally interested after negotiation and on mutual agreement during order placement.

TERMINATION

REGISTERED OFFICE
INDIA POWER CORPORATION LIMITED
PLOT NO: X -1,2& 3 BLOCK EP,
SECTOR-V,SALT LAKE City,
KOLKATA-700091
P : +91 33 6609 4300 / 08 / 09 / 10
F : +91 33 2357 2452
CST No : 19740080255 ,VAT No : 19740080061

CENTRAL OFFICE :
INDIA POWER CORPORATION LIMITED
SANCTORIA
P.O : DISHERGARH DIST ,
BURDWAN-713333 , W.B.
P : +91 341 6600 454 / 455 / 456 / 457
F : +91 341 6600 464



IPCL MAY CANCEL SPLIT, TERMINATE AND ACCEPT BID OTHER THAN THE LOWEST BID RECEIVED AGAINST THIS TENDER OR ANY OTHER BID EITHER DURING OR AFTER ENQUIRY OR EVEN AFTER ORDER PLACEMENT WITHOUT ASSIGNING ANY REASON.

FORCE MAJEURE CLAUSE AS PER IPCL NORMS SHALL BE ACCEPTABLE TO BOTH PURCHASE AND SELLER.

RISK PURCHASE CLAUSE AND LIQUIDATED DAMAGES CLAUSE SHALL BE APPLICABLE AS PER IPCL NORMS UNLESS WITHDRAWN SPECIFICALLY.

PAYMENT TERMS

We prefer a 30 days credit period. We shall try to make payment against your bill/invoice on receipt of material/goods and services in proper condition and after 30 days from the date of receipt of your invoice at IPCL. However delayed payments shall not carry any interest. You may mention your own terms & conditions if above is not acceptable. Deviation from standard payment term may carry negative points during price evaluation.

OTHERS

Materials delivery at our Central Office unit.
Desired delivery date 16.06.2023.

If your organisation is registered under Micro, Small & Medium Enterprise Act 2006, you are required to submit the requisite document in support of that along with offer. If you do not submit any such document we shall consider you as SME Vendor & no benefit as allowed in the said law shall be applicable in your said case.

BIDDER SHALL ALSO COMPLY WITH ALL STATUTORY OBLIGATIONS.

Bidders are requested to contact user department at CO to assess the actual job before submission of their offer.

Yours Faithfully
India Power Corporation Limited

REGISTERED OFFICE
INDIA POWER CORPORATION LIMITED
PLOT NO: X -1,2& 3 BLOCK EP,
SECTOR-V,SALT LAKE City,
KOLKATA-700091
P : +91 33 6609 4300 / 08 / 09 / 10
F : +91 33 2357 2452
CST No : 19740080255 ,VAT No : 19740080061

CENTRAL OFFICE :
INDIA POWER CORPORATION LIMITED
SANCTORIA
P.O : DISHERGARH DIST ,
BURDWAN-713333 , W.B.
P : +91 341 6600 454 / 455 / 456 / 457
F : +91 341 6600 464



Head Of Purchase