

**THE TIMES OF INDIA
&
EI SAMAY**

14th June, 2016



**West Bengal Infrastructure
Development Finance Corporation Limited**

EMPANELMENT OF VENDORS

WBIDFC, hereby invites application from reputed and suitable vendors in various sectors for the purpose of empanelment. For details refer to the website www.wbidfc.co.in and apply accordingly.

Sd/-

Date :14th June, 2016

Officer on Special Duty



APPLICATION FOR EMPANELMENT OF VENDORS

West Bengal Infrastructure Development Finance Corporation Limited
"Mangalam" Building, Block-A, 1st Floor,
24, Hemanta Basu Sarani
Kolkata-700001
Phone No.(033)2210-5436 ,2242-2319
Website: www.wbidfc.co.in
CIN:U74140WB1997SGC084422



**APPLICATION FOR EMPANELMENT OF VENDORS
INDEX**

Sl. No	Title	Page No.
1	Notice for Empanelment of Vendors	3
2	Instructions to Vendors	5
3	Vendor Empanelment Form	11
4	Space for additional information	14
5	Qualifying Requirements for enlistment for procurement of goods/services	15
6	Work order Details (Annexure-I)	27



Notice for Empanelment of Vendors on WBIDFC's vendor list for a period of two years

The vendors/manufacturers/suppliers/contactors/authorized dealers who are interested to supply stationery goods/articles, supply machineries /equipment and /or providing services including maintenance of equipment & building to the office/s of WBIDFC at its Administrative Office at 'Mangalam' Building, Block-A, 1st Floor,Kolkata-700001, Registered Office at 36A Hemanta Basu Sarani, Kolkata-700001and at its another office premises at Unit No. 102, 1st floor, Mangalam Building, Block B, 24 & 26, Hemanta Basu Sarani, Kolkata – 700001 are invited by the **Estate Manager, WBIDFC** to submit detailed information with documentary proof in sealed envelope in respect of the items /services (mentioned below) they intend to offer to this office.

The vendors/manufacturers/ suppliers/ contactors/authorized dealers will be registered for a period of 2 years. At the end of 2 years, the registered suppliers/contractors/ vendors willing to continue with registration have to apply afresh for renewal of registration.

Performance and conduct of every empaneled /enlisted supplier / contractor/ vendor/ manufacturers/ authorized dealers will be monitored by this office. **The registered suppliers/ contractors/ vendors are liable to be removed from the list if they fail to abide by the terms and conditions of the registration or fail to supply of goods on time or supply sub-standard goods and services or make any false declaration to WBIDFC or any other government agency. They can also be removed without assigning any reason.**

The list of items are mentioned hereunder. Suppliers /Contractors/ vendors/ manufacturers/ authorized dealers' registration form annexed herewith in respect of dealing items/services should be submitted duly filled, in a sealed envelope within 15 days after the date of publication of the Advertisement (excluding the date of advertisement). **Suppliers/ Contractors /Vendors/ manufacturers/ authorized dealers dealing with more than one segment should submit separate registration form duly filled in for each segment.** The following remark should appear on the front of the envelope:

"Application for empanelment of vendors items/jobs in Category of"



List of Segments for which detailed information is required to be vendors/suppliers/service providers/manufacturers/authorized dealers:-

- 1) Printing (Vouchers, Letter heads, Leaflet, banners, Annual reports, New Year Diaries, Greetings Cards etc.)
- 2) Stationeries & Office Materials /General Order supplier (Pen, pencil, papers, cartridges etc.)
- 3) Civil/Mechanical work with AMC
- 4) Electrical work & fittings with AMC
- 5) a)Supply of furniture & Fittings
b) Interior decoration including carpentry activities
- 6) Computer and its peripherals (hardware and software) and AMC
- 7) Advertisement(Newspaper, Neon sign)
- 8) Media Advisor and Event Management agencies
- 9) Car Rental Services
- 10) Car fuel supplier
- 11) Air conditioner & allied products
- 12) AC maintenance
- 13) Office Equipment & maintenance (e.g FAX, Photocopier, Projectors) and their maintenance
- 14) Water purifier supplier and maintenance
- 15) Fire Safety items and AMC (Fire Alarm supplier and maintenance, fire extinguishers and refilling of fire extinguishers)
- 16) Kitchen chimney supplier and maintenance
- 17) CCTV supplier and maintenance
- 18) Security Guard and services
- 19) Office up keeping
- 20) Plumber
- 21) Pest Control
- 22) Nursery and flower supplier
- 23) Scanning and digitalization
- 24) Authorized dealer/Service station for repair and maintenance of owned car
- 25) Electricals Appliances
- 26) Maintenance of large UPS systems (10KVA) of APC make

Forms can be downloaded from <http://www.wbidfc.co.in> -> Tenders & News -> Tenders -> Application for empanelment of Vendors .Vendors are advised to read the 'Instructions to Vendors' before making the application. **Last date for Receipt of Application: within 15 days after the date of publication of the Advertisement (excluding the date of advertisement) and by 5:30 p.m. of the last date of submission.**

WBIDFC Ltd. reserves the right to accept or reject any or all the requests without assigning any reason(s) whatsoever.

Officer on Special Duty



