



WEST BENGAL STATE SEED CORPORATION LIMITED
(A Govt. of West Bengal Company)
Regd. Head Office : 6, Ganesh Chandra Avenue, (5th Floor), Kolkata – 700 013

Memo. No. 340 /WBSSC.

Dated: 27-05-2019

~~28-05-2019~~

NOTICE INVITING QUOTATION

1. Notice Inviting Quotation No. - 02-E / 2019-2020 Dated- 27/05/2019 of the Managing Director, West Bengal State Seed Corporation Ltd., 6, Ganesh Chandra Avenue, 5th. Floor, Kolkata-700013.

Managing Director, West Bengal State Seed Corporation Limited invites quotation from the experienced, bonafide, eligible, resourceful reputed firms/event management agencies/companies /individuals/societies etc for **installation of three nos. Airconditioner machines including necessary electrical installation and wiring.** The interested Companies/Firms/Agencies may send their bid complete in all respect along with and other requisite documents to the undersigned duly superscripted "**installation of three nos. Airconditioner machines including necessary electrical installation and wiring.**" before 1600 hrs on 06th June 2019. The bids received after this deadline shall not be entertained under any circumstances whatsoever. NOTE: The EMD draft should be put in the envelope containing Technical Bid failing which the tender/quotation shall be rejected forthwith.

3. The sealed envelopes are to be deposited in the tender/quotation box placed at the office of the undersigned. Bids sent by COURIER will not be entertained.

4. Bids will be opened on 06.06.2019 at 16.30 hrs in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender/quotation will be opened on the next working day.

5. Any future clarification(s) and / or corrigendum(s) shall be communicated by the CSPO & Ex- Officio Executive Engineer In Charge.

6. Managing Director, West Bengal State Seed Corporation Ltd., reserves the right to amend or withdraw any of the terms and conditions contained in the Tender/quotation/Quotation Document or to reject any or all tender/quotations/Quotation without giving any notice or assigning any reason. The decision of the Managing Director, West Bengal State Seed Corporation Ltd., in this regard shall be final.

Eligibility Criteria for Qualifying in Technical Bid The agency should meet the minimum eligibility criteria:

1. A minimum experience of two years in the field. Valid documents in support of experience must be attached.
2. Vendor should be based at Kolkata.
3. Agency should have valid VAT/GST registration.
4. Copy of PAN Card, Professional Tax Certificate, Trade License.
5. Income tax return acknowledgement of 18-19 years is required.
6. The offer must be supported by EMD of Rs. 1000/- in the form of demand draft in favour of **West Bengal State Seed Corporation Limited**, payable at **Kolkata**.

Evaluation Criteria

1. Short listing will be done on the basis of eligibility criteria mentioned in the tender/quotation/quotation.
2. Price bid of only shortlisted bidders will be opened.
3. Selection will be based on lowest total of price bid.

General Instructions to Bidders

1. The bid should contain all the relevant information and desired enclosures in the prescribed format In case.
2. The Contracts concluded as a result of this Tender/quotation Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender/quotation Document.
3. The Tender/quotations should be typewritten or handwritten but there should not be any overwriting or cutting. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should appear on each page of the tender/quotation. All pages of the tender/quotation document shall be numbered and submitted as a package along with forwarding letter on agency's letter head.
4. Bidders are requested to quote their prices on a firm & fixed basis for the entire period of the Contract. Bids of the firms received with prices quoted on variable basis shall be rejected straightaway.
5. Refund of Earnest Money Deposit: The EMD submitted if any by unsuccessful bidders shall be returned to them without any interest whatsoever, within 15 to 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposits the performance security according to conditions stipulated in the bid document.
7. Bidders may note that if the date of tender/quotation opening given in this Tender/quotation Document is declared to be a gazetted holiday, the tender/quotation shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tender/quotations in the office of the undersigned will stand automatically extended up to 16.00 hours of the next working day in the Government offices.
8. Late/delayed tender/quotations received due to any reason whatsoever will not be accepted under any circumstances.

9. At any time prior to date of submission of tender/quotation, Tender/quotation Inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender/quotation document by a corrigendum displayed on the website of WBSSCL. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender/quotation Inviting Authority may or may not, at his discretion, extend the date and time for submission of tender/quotations.

10. Tender/quotationing firms are at liberty to be present or authorize a representative to be present at the opening of the tender/quotation at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender/quotation on behalf of a tender/quotationing firm should be indicated in the tender/quotation. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender/quotation. Only one representative per firm shall be permitted to attend the opening of the tender/quotation. The name and address of permanent representative of the firm, if any, should also be indicated in the tender/quotation. Representatives of firms who have not submitted the tender/quotation or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender/quotation opening process.

11. BID PRICES: a) The bidder shall give the total composite price inclusive of all levies and taxes (inclusive of VAT/GST). The offer shall be firm in Indian Rupees only. No foreign exchange will be made available by the purchaser. b) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation is likely to be treated as non-responsive and rejected.

12. SEALING AND MARKING OF BIDS: The bidder shall wax seal the Technical and Financial Bids in separate envelopes and keep them in a bigger wax sealed envelope. The envelope containing technical and financial bids shall be:

(a) Addressed at the following address: 6, Ganesh Chandra Avenue, 5th floor, Kolkata – 700013.

(b) All the envelopes shall bear the Tender/quotation name, the tender/quotation number and the words 'DO NOT OPEN BEFORE' (due date & time).

(c) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.

(d) Bids shall be delivered in person and shall be dropped in the tender/quotation box placed in the office of the undersigned. or shall be sent by Registered/Speed Post, COURIER will not be entertained. The Purchaser/TIA shall not be responsible if the bids are delivered elsewhere.

(e) Venue of Tender/quotation Opening: Tender/quotation will be opened in the office of the undersigned at specified time on the due date. If due to administrative reason, the venue/ time of bid opening is changed, it will be displayed prominently on the notice board of the Institute as well as in the office of the the office of the undersigned.

Terms & Conditions of Tender/quotation

- 1) Language: The language of the Tender/quotation shall be in English.
- 2) Late/delayed tender/quotations received in the office of the undersigned due to any reason whatsoever will not be accepted under any circumstances.
- 3) Documents to Accompany Tender/quotation: The Bidder shall submit the Documents mentioned in the Eligibility Criteria of the Tender/quotation.
- 4) Return of Earnest Money :-
 - a. After finalization of the Tender/quotation, the deposited Earnest Money will be returned back to the unsuccessful bidders.
 - b. On receipt of Security Deposit, the deposited Earnest Money will be returned back to the successful Bidders.
- 5) Deposition of Security Money:- Security deposit will be deducted from the bill @ 8%, which will be refunded after security period (6 months).
- 6) Forfeiture of Security Money :-
 - a. In the event of failure to supply or maintain the goods/articles/perform services as per Work Order within the stipulated period, the security deposit may be forfeited.
 - b. In that event, supply of the said equipment may be taken from the next lowest bidder vide the same Work Order at contractors risk and cost without any farther reference, so that the loss incurred would be recoverable from the Security Deposit of the said contractor or from any sum due of which may become due to the contractors.
 - c. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.
- 7) Refund of Security Deposit - After successful completion of entire supply and period of service Security Deposit will be refunded within the six months if not extended for further period.
- 8) Payment: 100% Payment will be made by accounts department after performance of job against work order on submission of invoices in triplicate along with inspection report, original copy of work order/supply order and receipt vouchers.
- 9) Disputes:- In the event of any dispute or disagreement arising between the contractors and WBSSCL with regards to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Managing Director, WBSSCL whose decision will be final and binding upon the contractor.
- 10) Rate must be valid for a period of 90 days, which, if the Institute authority desires, may be extended for further period issuing proper notification.
- 11) Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tender/quotations rejected out rightly.
- 12) The MD, WBSSCL reserves all rights to accept or reject any Tender/quotation without showing any reason.
- 13) The Tender/quotation, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or repairing works or who was unable to execute any repairing order in this

hospital or in any other Hospital run by the state or central government., will not be considered even his being the lowest rate.

14) Any future clarification(s) and / or corrigendum(s) shall be communicated by the TIA through the website www.wbsscl.com

15) Managing Director, WBSSCL reserves the right to amend or withdraw any of the terms and conditions contained in the Tender/quotation Document or to reject any or all tender/quotations without giving any notice or assigning any reason. The decision of the Managing Director, WBSSCL in this regard shall be final.

16) Retention Money/ security money

10% of total Bill Amount will be retained for six (6) months from the date of completion of the whole work as Retention Money/ security money

OTHER TERMS & CONDITIONS

1. In the event of submitting quotation, Quotaion documents duly signed will have to be submitted containing the name , address, telephone no. etc of the quotationer.
2. The prospective quotationer will be considered by the ‘Tender/quotation Evaluation Committee’ The decision of the ‘Tender/quotation Evaluation Committee’ will be final and absolute in this respect.
3. Single rate to be quoted in compiled form for one unit of the implements mentioned above in words and figure clearly, including carrying, loading, unloading packing etc. charges, GST and other taxes if applicable. Offered rate should also include with Installation, Demonstration charges.
4. Copies of PAN Card, income tax return certificate, GST Registration Certificate, Current Trade License, up to date Professional Tax deposit challan on trading/state tax as applicable, credentials, etc., should be submitted with the quotation.
5. In case of complaint in regards to damage, defect, under specified, supplies late or undelivered the Security Deposit along with Earnest Money Deposit (if any) will be liable to be forfeited.
6. If rates of two or more quotationers become identical the authority shall have the right to accept or reject the offers.
7. Penalty shall be imposed for any kind of supply that is inferior or late or undelivered. Any deficiency seen in the above respect shall attract penal measures including black listing for the next three years and legal action against such offenders/defaulters.
8. This quotation, however, does not provide any assurance of purchase but likely to be purchased as and when required by the Corporation. The rate should remain valid for six months from the date of Acceptance.

9. After delivery of items, bills in triplicate and a copy of concerned purchase order will have to be submitted to WBSSC Ltd., Kolkata.
10. In case of any penalty is imposed by the Consumers' Forum or any other Law Enforcing Agency, the risk and responsibility shall lie with the supplying agency and compensation to be paid, if any, as per the decision of the Consumers' Forum or any other legal Authority including expenses incurred in this connection by the Corporation shall have to be borne by the Supplying Agency.
11. All disputes shall be subject to jurisdiction of the Kolkata High Court.
12. The authority reserves the absolute right to accept or reject/terminate/nullify the offers of any or all quotationers without assigning any reason whatsoever.
13. Any information(s) not covered in this notice may be obtained from the H.Q. Office, on any day during the office hours before the quotation period.
14. Any disputes, questions or difference or any interpretations arising out of or in connection with the terms & conditions of this tender/quotation if not settled/ resolved amicably, then they shall be referred to a sole arbitrator who shall be appointed by the Department of Agriculture, Govt. of West Bengal in accordance and subject to provision of the Arbitration and Conciliation Act, 1996 or any other enactment or statutory modification thereof for the time being in force. The place of Arbitration shall be Kolkata and the language of arbitration shall be English. The award of the arbitrator shall be binding on both the parties.
15. When any dispute occurs and when any dispute is under arbitration, except for the matter under dispute, the parties shall continue to exercise their remaining respective rights and fulfill their remaining respective obligations as per the agreement based on terms & conditions of the tender/quotation.


MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LIMITED

Memo No.- 340 / 1(5)/WBSSC.

Dated :-27.05.2019

Copy forwarded for information and necessary action to:-

- 1) The Finance & Accounts Officer, WBSSC LTD., Kolkata
- 2) The Members, Tender/quotation Committee of this Office (All).
- 3) Bowbazar Post Office.
- 4) Notice Board of this office
- 5) The Company Secretary, he is requested to publish the notice in the official website of WBSSCL


MANAGING DIRECTOR
WEST BENGAL STATE SEED CORPORATION LIMITED

BILL OF QUANTITIES

Ref.No. —N.I.Q. N.O- 02-E / 2019-20 Dated 27.05.2019

SCHEDULE OF PRICE BID

Name of work : Installation of three nos. Split Air Conditioner machines including necessary electrical installation and wiring in the office of the Managing Director, WBSSCL, Kolkata.

(Amount in Rupees)

Sl.No.	Description of work	Quantity	Unit	Rate Figure	Amount (inclusive of GST & all other charges)
1	Installation of three nos. Split Air Conditioner machines including necessary electrical installation and wiring in the office of the Managing Director, WBSSCL, Kolkata.	1	No.		


27/05/19
MANAGING DIRECTOR

West Bengal State Seed Corporation Limited