

**NOTICE INVITING TENDER**

Memo No.: 100/003/24/02/NIT/119

Dated: 06-10-2010

Sealed tenders in WBCADC Form No.-102 are invited by WBCADC from the manufacturers/ authorized distributors in two fold envelope system (i.e. Techno Commercial Bid & Price Bid) for supply of 12 H.P. Power Tiller with accessories to different projects of WBCADC located in all the districts of West Bengal.

1. a) Name of the supply work : Supplying of 112 nos. 12 H.P. Power Tiller with accessories.
- b) Location of supply : Different project offices of WBCADC located in all the districts of West Bengal.
- c) Earnest money to be deposited: L.S. Rs.1, 50,000.00(Rupees one lakh fifty thousand) only through A/c payee bank draft drawn in favour of WBCADC
- d) Time for completion of supply: 45 days from the date of issue of supply order
- e) Period of issue of tender documents: From 20-10-2010 to 28-10-2010
- f) Last date & limit for submission of tender: 03-11-2010 up to 2.00 p.m.
- g) Date and time for opening of the tender (Techno commercial bid): 03-11-2010 at 2. 30 p.m.
2. The tender document and other relevant particulars may be seen by the intending tenderers on any working day between 11.30 a.m. to 3.30 p.m. in the Notice Board of this office at 6A, Raja Subodh Mullick Square, 9<sup>th</sup> floor, Kolkata -13.
3. Tender documents shall consist of:-
  - a) This Notice Inviting Tender hereinafter will be referred to as the Tender Notice.
  - b) Printed WBCADC Form No.-102 hereinafter will be referred to as the printed tender form.
  - c) Schedule of supply
  - d) Technical specification of the Power Tillers to be supplied.
  - e) Special terms and conditions
  - f) List showing particulars of the Projects along with the no of Power Tiller to be supplied to such Projects.
4. a) Tender documents can be had on application addressed to the undersigned and against payment of Rs.250.00 (Rupees two hundred fifty) only per set of documents in cash (non-refundable) from the office of WBCADC, 6A, Raja Subodh Mullick Sqr., 9th fl., Kol-13. Only one set of tender document will be sold to a tenderer for the particular supply.
- b) Each tenderer shall submit tender documents duly filled up in a specified box kept in Ag.Cell, CADC(HQ), at 6A Raja Subodh Mullick Sqr., 9th fl., Kol-13 within the date and time mentioned here in earlier in 1(f) .
- 5.Each tenderer will have to deposit earnest money of the amount specified in Sl.No.1© in favour of WBCADC in the form of Bank draft on any schedule Bank payable at Kolkata which must be accompanied with the tender failing which the tender will be treated as informal and liable to be rejected. In case of successful tenderer, the deposited earnest money will be converted into security deposit against the execution of successful supply and the rest amount to cover 10% value of the supply will be deducted as security from the bill value of the supplier by this Office. The security deposit will be released only after fulfilling the guarantee obligation period from the date of successful supply to the projects in all respect.

6. Tenderers will have to submit the following documents with the tender, failing which the tender shall be rejected:-

- a) Authenticated copy of the partnership deed in case of partnership firm.
- b) Certified copy of Memorandum and article of Association in case of Pvt. Ltd. as well as limited Firm.
- c) Attested copy of the valid I.T. clearance /PAN Card and S.T. clearance /VAT registration certificate
- d) Attested copy of valid Trade License/Latest manufacturer license.
- e) Attested copy of the valid Professional Tax payment certificate
- f) Attested copy of valid Distributorship/ certificate from the manufacturer i.e. AUTHORITY 'FROM MANUFACTURERS' if the firm happens to be Distributor.
- g) The supplier should have got offices in all the district of West Bengal so that availability of spare parts and after sale service may be ensured on demand of users. List of such District office along with complete address, phone no. and Fax. No. Indicating of technical staff with their designation should be mentioned properly.
- h) Documents in support of sale of Power Tiller in last 03(three) years in the state clearly mentioning direct sale as well as Govt. sale.
- i) Documents in support of supplying bulk quantity of Power Tiller to any Govt. Department under any scheme during last 03(three) years.
- j) Attested copy of financial soundness/capacity from bank or audited balance sheet of previous year or any other proof of financial capacity.
- k) Particulars of test certificate of the Power Tillers to be supplied along with Central/State Government recommendation (if any).

#### 7. MODE OF SUBMISSION OF TENDER

The tender shall be submitted in original in sealed envelope as described below:-

The tenderer should submit their tender in the form of two envelope system in the manner described hereunder without which the tender is liable for rejection:-

The first envelope (Envelope-1) 'TECHNO COMMERCIAL BID' should contain the following documents :-

- a) Notice Inviting Tender:
- b) Printed W.B.C.A.D.C. Form No.-102-mentioning in page-5 under caption"-Tender for the supply of materials" as "Rate Quoted separately in schedule of supply placed in another sealed Envelope-II." No rate should be quoted in W.B.C.A.D.C. Form No. - 102.
- c) Schedule of supply (un priced).
- d) Technical specification of Power Tiller to be supplied.
- e) Special Terms and Condition
- f) List showing particulars of the projects along with the no. of Power Tiller to be supplied under such Projects.
- g) Documents as have been asked to submit (mentioned in Sl. No. 06 above) (a) to (k).

The second envelope (Envelope-II) 'PRICE BID' should contain in the Tender Documents consisting of the following:-

- A) Schedule of supply duly filled in with rates and tendered amount for supply of the Power Tillers.

Both the envelope shall be duly sealed and super scribed with the name of the work Envelope-I and Envelope-II respectively and bear on the bottom left corner of the envelope, the name of the tenderer. The two envelopes should then be put in a large third envelope which should be properly sealed and on which should be super scribed the name of the work and name of the tenderer.

Each and every pages of tender documents to be submitted alongwith the tender form as mentioned above (which to be submitted in separate envelopes) shall be duly signed by the tenderer with official seal failure of which the tender shall be liable for rejection.

The tenderer is requested to quote strictly as per the terms and conditions, specification, standards given in the tender document and not to stipulate any deviations. However deviations, if unavoidable, should be indicated in a separate sheet indicating the back ground against which the deviations are taken.

Addenda to this tender document if issued must be signed and submitted along with the tender document. The tenderer should write clearly the revised quantities in 'Schedule of Supply' of Tender document and should price the work based on the revised quantities when amendment for quantities are issued in addenda.

#### Rates to be quoted

The tenderer should quote in English both in figures as well as in words the rate and amount tendered by him and in such a way that interpolation is not possible.

The tender shall contain the names, residence and place of business of person or persons making the tender and shall be signed by the tenderer with his usual signatures. Partnership firms shall furnish the full names of all partners or by duly authorized representative followed by name and designation of the person signing. Tender by corporation shall be signed by an authorized representative and a power of attorney on their behalf shall accompany the tender.

Filling of tender form and other documents shall clearly and legibly be written and whole writing must be by the hand of person signing tender and with same pen and ink. Failure to do so makes the tender invalid. Erasing or overwriting shall not be allowed. Correction of the said writing should be avoided and if this becomes unavoidable, the entire quotation and not a portion only shall be scored out and signed by the tenderer in token of such cancellation. A fresh quotation shall then be written correctly.

8. If the day on which the tender is due has been or is declared a closed holiday of Government offices under the Govt. of West Bengal, the offer shall remain open for acceptance till the same hour of the next working day.

9.. No tender will be deemed to be fit for consideration unless documents are fully and completely filled in. All information that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations or containing vague and indefinite expression will be liable to rejection at the time of opening of tenders or during subsequent scrutiny.

10. Canvassing in connection with the tender is strictly prohibited and the tenderer who resorts to this will render his tender liable to rejection.

11. a) A tender once submitted shall not be withdrawn within a period of three months from the date of opening of tender till the non acceptance of his tender is communicated to him by the authority.

b) If a tenderer withdraws his tender within this period of three months without receipt of any intimation from the authority, his earnest money deposited against his tender will be forfeited.

12. On receipt of intimation from the appropriate authority, earnest money deposited by the unsuccessful tenderer will be refunded on application.

13. The acceptance of the tender will rest with this Corporation which does not bind itself to accept the lowest tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason thereof and may distribute the supply amongst the tenderer as it deems necessary.

14. The successful tenderer shall have to execute an agreement with WBCADC in from no **WBCADC-102** which contents the another set of the tender documents within 10(ten) days on receipt of an intimation of acceptance of his tender. Failing to comply within the specified time the supplier shall render his contracts liable to termination with forfeiture of earnest money. The above documents will have to be purchased from the office in cash at prices **Rs 250.00** (Rupees Two hundred fifty) per set. All the copies must be signed on every page by the supplier and submitted to the authority within the specified time

15. It may clearly be understood that the quantity of implements as indicated in the departmental schedule are approximate only and may be appreciably decreased/ increased at the desires of the authority during the actual execution. The contract shall remain unaffected by such deviation.

16. The supplier will have to keep himself in readiness to complete the supply within the target date as directed by the authority. The supplier shall inform this office time to time about the position of supply of implements so as to enable the authority to believe that the total supply work will be completed within the stipulated time of the supply order, failing which the department will have the every right to take appropriate action and to execute the work as per the relevant clauses of the printed tender form.

17. No escalation of price will be entertained after submission of the tender in any case.

18. Transfer of tender documents purchased by one intending tenderer to another is not permitted.

19. No interest on earnest money deposited by the Tenderer shall be allowed in any case.
20. All supply referred in this tender shall be completed within 45 (forty five) days from the issue of supply order fully understanding that the time will be the essence of contract.
21. Exemption from deposition of earnest money (as stated here in earlier in Sl.No. 1(c) & 5) will be allowed as per prevailing rules and condition on production of documentary evidence as to proof of entitlement of tenderers for such exemption from depositing earnest money.
22. No conditional tender will be accepted.
23. The tenders submitted by the Tenderers (Envelope-I ,Techno Commercial Bid) will be opened as per time schedule mentioned here in earlier in sl. 1(g) in presence of tenderers (or his authorized representative) who might be present at the time of opening. The price bid (Envelope-II) of the tenderers only, whose tenders will qualify the requirement [to be found after opening of Techno Commercial bid (Envelope-I)] will be opened in a suitable date, which will be intimated to the concerned tenderers in due course and they or their authorized representative may remain present during opening of such price bids.
24. Tenderers should also read carefully the content of N.I.T. and other tender documents before submission of the tender in order to be conversant with the provision stipulated in the NIT printed tender form, Special terms & conditions, Technical specification etc. Subsequent plea of ignorance of terms and condition of the NIT and other tender documents shall not constitute a ground for preferring a claim of any nature.
25. This Notice Inviting Tender will form a part of the contract.

(K. MAITI)  
ADMINISTRATIVE SECRETARY  
WBCADC

Memo No.:100/003/24/02/NIT/119/1(8)

Dated:06-10-2010

Copy for information and wide circulation to:-

- 1) The Executive Vice Chairman, WBCADC
- 2) The Principal Secretary, P&RD Department, Govt. of West Bengal.
- 3) Director of Agriculture, Govt. of W.B., Kolkata
- 4) Managing Director, WB Agro Industries Corporation, Kolkata
- 5) In-charge, Engg. Cell, WBCADC
- 6) In-Charge, Accounts, Section, WBCADC
- 7) In-charge, Agriculture Cell, WBCADC
- 8) Office Notice Board.

Administrative Secretary  
WBCADC