

Memo No.: 100/003/24/02/NIT/165

Dated: December 07, 2012

**NOTICE INVITING TENDER**

Sealed separate item rate tenders for under mentioned groups in WBCADC Form No.-102 are invited by WBCADC from the manufacturers/ authorized distributors/dealers in two fold Envelope system (i.e. Techno Commercial Bid & Price Bid) for supply of 8-10 k.w. Power tillers with accessories, different type pump sets, and agri-machineries to different projects of WBCADC located in all the districts of West Bengal. **[The intending tenderers will have to download the tender documents through the website [www.wbprd.nic.in/](http://www.wbprd.nic.in/) [www.wbprd.gov.in](http://www.wbprd.gov.in) from latest tender.**

- 1 a) Name of the supply of work : Group-A--Supply of 8-10 k.w. power tillers with accessories.  
Group-B-- Supply of different HP petrol start kerosene run pump sets .  
Group-C-- Supply of sprayers, foot sprayer mist blower Cum duster, paddy thresher, seed drill etc.
- b) Location of supply : Different project offices of WBCADC located in all the districts of West Bengal.
- c) Cost of tender documents : Group-A- Rs.2,550.00  
Group-B- Rs.1,050.00  
Group-C- Rs 2,550.00  
In the shape of Demand Draft /Banker's cheque issued from any Nationalized /Scheduled Bank in favour of WBCADC payable at Kolkata.
- d) Earnest money to be deposited on lump sum basis : Group-A -- Rs.1,60,000.00  
Group-B -- Rs.23,000.00  
Group-C -- Rs.42,300.00  
In the shape of Demand Draft /Banker's cheque issued from any Nationalized /Scheduled Bank in favour of WBCADC payable at Kolkata
- e) Time for completion of supply : 30(thirty) days from the date of issue of supply order
- f) Date of publication of N.I.T. in website : 10.12.2012
- g) Last date & limit for submission of tender(**off line**) : 03.01.2013 up to 2.00 p.m.
- h) Date and time for opening of the tender (Techno commercial bid) : 03.01.2013 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, as well as in the website [www.wbprd.nic.in/](http://www.wbprd.nic.in/) [www.wbprd.gov.in](http://www.wbprd.gov.in) on and from 10.12.2012 to 03.01.2013 upto 11-30 A.M. However, **the intending tenderers will have to collect the tender documents by downloading only through the website stated above. No tender documents will be issued to any tenderer from this office under any circumstances.**

3. Tender documents shall consist of:-

- a. This Notice Inviting Tender hereinafter will be referred to as the Tender Notice.
- b. WBCADC Form No.-102 hereinafter will be referred to as the tender form.
- c. Instruction to Bidders (SECTION-A).
- d. Pre-qualification application [(SECTION-B), Form –I].
- e. Different affidavits (“X” & “Y”) [(SECTION-B)].
- f. Structure and Organization of the Bidder [(SECTION-B), Form –II ].
- g. Special terms and conditions.(Section-C)
- h. Bill of Quantities (BOQ) [SECTION-D)].
- i. Technical specification of the Power tiller to be supplied (SECTION-E).

4. a) For participating in the above tender, the cost of tender documents (Tender fees) are to be submitted as mentioned in Sl. No.1© of this N.I.T. **in the shape Demand Draft/Banker’s cheque issued from any Nationalized/Schedule Bank in favour of WBCADC payable of Kolkata. No Cash payment for the purpose will be allowed. Such demand draft/Banker’s cheque towards cost of tender documents should be submitted by the tenderers in statutory cover under technical proposal. Cost of tender documents (tender fees) is non refundable.**

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 Sl.. No.-1 (g) of this N.I.T.

5. Each tenderer will have to deposit earnest money of the amount specified in Sl.No.1 (d) of this N.I.T. in favour of WBCADC in the form of Demand Draft/Banker’s cheque on any Nationalized/Schedule Bank payable at Kolkata which must be accompanied with the tender. In case of non submission of earnest money authenticated copy/copies of documentary evidence/Govt. order etc, in support of the entitlement of the tenderer for exemption to deposit any earnest money for participating in tender should invariably be submitted failing which the tender will be treated as informal and liable to be rejected.

## **6. Eligibility criteria for participation in the tender.**

6.1. The offer for the supply is being invited from the manufacturers/authorized distributors/ dealers. Therefore, the intending tenderers should either be the manufacturers or the authorized distributors/dealers of the machineries to be supplied. **In case of power tiller (Group-A), eligibility of bidder is either manufacturer or authorized distributors. No dealers are allowed to take part in the tender for such group.**

6.2 . In case if it is found that the tenderer has supplied very negligible quantity of similar type machineries in the last financial year (2011-12) by direct sale as well as Govt. supply, the offer submitted by him will be treated as cancelled. **The decision of the Tender Evaluation Committee (TEC) in this regard is final & binding to the tenderers.**

6.3. Income Tax Acknowledgement Receipt for the latest Assessment year, P.Tax., Deposit Challan for the year 2012-2013, Pan Card, VAT Registration Certificate are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

6.4. Registered Partnership Deed for Partnership Firm is to be submitted. The company shall furnish the Article of Association and Memorandum.

Where an individual person signs the tender in his own name against the company or the firm which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably **submit a copy of registered power of attorney showing clear authorization in his favour**, by the rest of the directors of such company or the partners of such firm, to submit such tender.

[Non-statutory documents]

6.5. Registered Unemployed Engineers' Co-operative Societies / Labour Co- operative Societies are required to furnish valid Bye Law, Current Audit Report, Minutes of last A.G.M. along with other relevant supporting papers.

[Non-statutory documents]

6.6 The tenderer should have got offices in all the district of West Bengal so that availability of spare parts and after sales services may be ensured on demand of users.

7. The selected tenderer will have to keep himself in readiness to complete the supply within the target rate as directed by the authority [within 30(thirty) days from the date of issue of supply order)] fully understanding that the time will be the essence of the contract. The supplier shall inform this office time to time about the position of the supply of implement so as to enable the authority to belief 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 tender form.

8. **No mobilization advance will be allowed under any circumstances.**

9. No interest on earnest money deposited by the tenderer and the security deposit (which will be deducted from the bill of the supplier) will be allowed under any circumstances.

10. No claim, whatsoever, for delaying payment, if any will be entertained. Bidders are requested to quote their rate accordingly.

11. **Conditional /in complete tender will not be accepted under any circumstances.**

12. List showing the exact quantity of machineries to be delivered at each place (project) will be provided along with supply order.

13. Bids shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

14. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

15. The Administrative Secretary WBCADC, reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
16. Before issuance of the SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case supply order will not be issued in favour of the said Tenderer under any circumstances.
17. If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:-
  - a) Tender Form (WBCADC Form No.-102)
  - b) N.I.T.
  - c) Special Terms & Conditions
  - d) Technical Bid and
  - e) Financial Bid

18. **Qualification Criteria:**

The tender inviting and Accepting Authority through a “Tender Evaluation Committee” will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- (a) Financial Capacity
- (b) Technical Capability.
- (c) Experience / Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be rejected at any stage without any prejudice.

19. **No. price preference and other concession will be allowed..**

20. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in “**instruction to bidders**” stated in Section – ‘A’ before tendering the bids.
21. On receipt of intimation from the appropriate authority, earnest money deposited by the unsuccessful tenderers will be refunded from the office of the undersigned. The earnest money of the tenderers other than 03(three) lowest tenderers will be refunded within 10(ten) days after the comparative statement of rates obtained has been prepared checked and approved by the competent authority. The earnest money of 02(two) lowest tenderers out of 03(three) will be refunded within 07(seven) days after issuance of supply order to the lowest tenderers.
22. In case of successful tenderers, the deposited earnest money will be refunded from the office of the undersigned, after completion of the satisfactory supply in all respect to the concerned projects and necessary testing of machineries in presence of the representative of the recipient projects including submission of test certificate as applicable.

23. **There shall be no provision of arbitration.**

24. The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, cost of bidding shall not be reimbursed by the Corporation. The Administrative Secretary, WBCADC, reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any tenderer at the stage of bidding. Cost of tender documents (tender fees) submitted by the participant tenderers are non-refundable.
25. It may clearly be understood that the quantity of implements as indicated in the BOQ 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 deviations.
26. 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.
27. Canvassing in connection with the tender is strictly prohibited and the tenderer who resorts to this will render his tender liable to rejection
28. Tenderers should also study 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 N.I.T., Tender form, Special terms & conditions, technical specification etc. Subsequent ignorance of terms and conditions of the N.I.T. and other tender documents shall not constitute a ground for preferring a claim of any nature.
29. This N.I.T. shall form a part of the contract document.

Sd/-  
GOUTAM BHATTACHARYA, WBCS, (EXE.)  
ADMINISTRATIVE SECRETARY, WBCADC  
&  
JOINT SECRETARY TO THE GOVT. OF  
WEST BENGAL. P & RD DEPARTMENT.

Memo No.: 100/003/24/02/NIT/165/1(9)

Dated: December 07, 2012

Copy for information and wide circulation to:-

- 1) The Executive Vice Chairman, WBCADC & Principal Secretary, P&RD Department, Govt. of West Bengal.
- 2) Director of Agriculture, Govt. of W.B., Kolkata.
- 3) Managing Director, WB Agro Industries Corporation, Kolkata.
- 4) In-charge, Engg. Cell, WBCADC.
- 5) In-Charge, Accounts, Section, WBCADC.
- 6) In-charge, Agriculture Cell, WBCADC.
- 7) Sri V. Biswas, Convenr, RKVY & Backward Village Development Programme Monitoring Committee, CADC(HQ).
- 8-9) Office Notice Board, P&RD Department, Jessop Building, 63, N.S. Road, Kol-1 & WBCADC (HQ), Kol-13.

Sd/-  
ADMINISTRATIVE SECRETARY  
WBCADC

**WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT  
CORPORATION**

6A, RAJA SUBODH MALLICK SQUARE (9 th floor)  
CALCUTTA- 13

**CONDITIONS OF CONTRACT**

1. The person/ persons whose tender may be accepted, shall within seven days(not exceeding 10) deposit with the PROJECT DIRECTOR/ EXECUTIVE VICE CHAIRMAN, W.B.C.S.D.C./ Project Engineer/ Deputy Project Director, WBCADC/ Training Organiser, Krishi Vigyan Kendra, in cash a sum which with the earnest money already deposited will be equivalent to (10) ten percent of the total estimated cost of the materials to be supplied under the contract, as security for the due performance of the Executive Vice Chairman/ Project Director/ Project Engineer/ Deputy Project Director, WBCADC/ Training Organiser, Krishi Vigyan Kendra, of equivalent value at the current market rate may be deposited in lieu of case for the same purpose. All damages payable by the Contractor under the terms of his contract may be deducted by the Project Director/ Project Engineer/ Executive Vice Chairman/ Deputy Project Director, WBCADC/ Training Organiser, Krishi Vigyan Kendra, from or paid by the sale of a sufficient part of, this security deposit or from the interest of any such Government Security, or from any other due, or which become due, to him by the W.B.C.D.C., K.V.K.
2. The Contractor is to deliver the materials on or before the dates mentioned in the tender. Failing which he shall be bound to pay or allow 1% on the total amount of the contract for everyday not exceeding ten days that the Contractor shall exceed the time for delivery as and by way of liquidated damages. Provided, however, that the Project Engineer/ Project Director/ Deputy Project Director, W.B.C.A.D.C./ Training Organiser, Krishi Vigyan Kendra, may in his direction, reduce, in such cases as he may think fit, the said amount to such smaller amount as he may decide and his decision in writing in that respect shall be Final.
3. In every case in which the payment or allowance mentioned in clause 2 shall have been incurred for ten consecutive days, the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.A.D.C./ Training Organiser, Krishi Vigyan Kendra, shall have power either to annul the contract altogether, or to have the supply completed without further notice at the contractor's risk and expense, as he may deem best suited to the interests of Corporation, and the Contractor shall have no claim to Compensation for any loss that he may incur in any way.
4. If the contractor shall be hindered in the supply of the materials so as to necessitate an extension of the time allowed in this tender, he apply in writing to the Project Engineer/ Project Director/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, who shall grant it in writing if reasonable grounds be shown for it, and without such written authority of the Project Engineer/ Project Director/ / Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, applied for and obtained prior to the expiry of the original data provided for in the tender, the Contractor shall not claim exemption from the fine leviable under Clause-2.
5. The Contractor shall give notice to the Project Engineer/ Project Director/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, of his intention of making delivery of materials,

- and, on the materials being approved, a receipt shall be granted to him by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, and no material will be considered as delivered until so approved.
6. On the completion of the delivery of materials, the contractor shall be furnished with a Certificate to that effect, but the delivery will not be considered complete until the Contractor shall have removed all rejected materials and shall have approved materials stacked of place in such position as may be pointed out to him.
  7. The material shall be of the best description and in strick accordance with the specification, and the contractor shall receive payment for such materials only as are approved and passed by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra,
  8. In the event of the material being considered by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, to be interior to that described in the specification, the Contractor shall on demand in writing, forthwith remove the same at his own cost, and in the event of his neglecting to do so within such period as may own charge and cost, and in the event of his neglecting to do so within such period as may be named by the the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, that Officer may have such rejected material removed at the Contractor's risk and expense, the expense incurred being liable to be deducted from any sums due, or which may become due, to the Contractor, material removed at the Contractor's risk and expense, the expense incurred being liable to be deducted from any sums due, or which may become due, to the Contractor.
  - 8a. If it shall appear to the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, or any of his subordinates in-charge of the work that any material, tools and plants, pump sets and spares, GI or MS pipes, brass strainers, filters, RCC pipes etc. supplied by the contractor are of sub-standard quality, unsound/ imperfect and not in accordance with the provision of clause-7 of this contract, the contractor shall on demand in writing from the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, identifying the materials or articles complained of notwithstanding that the same may have been inadvertently passed certified and paid for forthwith rectify or replace in whole or in part as the case may require and provide other proper and suitable materials or articles at his own charge and cost and in the event of his failing to do so within a period to be specified by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra in his demand aforesaid, then the contractor shall be liable to pay compensation of the rate 1% on the amount of the estimate for everyday not exceeding ten days while his failure to do so shall continue and in the case of any such failure, the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra may rectify, remove, and replace the materials or articles complained of or the case may be at the risk and expense in all respect of the contractor.
  9. In the Contractor or his work people break or deface any building, road, fence, enclosure or grass land, or his cultivated land, he shall make good the same at his own expense, and in the event of his own expense, and, in the event of his refusing or failing to do so, the damage shall be repaired at his expense by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, who, shall deduct the cost from any sums due, or which may become due, to the contractor.

10. The contractor shall supply at his own expense all tools, plant and implements, required for the due, fulfillment of his contract, and the materials shall remain at his risk till the date for final delivery unless it shall have been in the meantime removed for use by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C. / Training Organiser, Krishi Vigyan Kendra.
11. This contract shall not be sublet without specific order from W.B.C.A.D.C./ K.V.K. in respect of a specified Sub-contractor subletting his contract without such permission he shall be considered to have thereby committed a breach of contract, and shall forfeit his security deposit and shall have no claim for any compensation for any loss that may accrue from the materials he may have collected or engagements entered into.
12. The decision of the Project Engineer for the time being shall be final, binding & conclusive on all question relating to the meaning of the specification.
13. The Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, shall have power to make any alterations in, omissions from, additions to, or substitutions for, the original specifications drawings, designs and instructions, that may appear to him to be necessary or advisable during the course of supply of the materials & the contractor shall be bound to supply the materials in accordance with any instructions which may be given in writing signed by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, and such alternations, omissions, additions or substitutions shall not invalidate the contract: and any altered, additional or substituted materials which the Contractor may be directed to supply in the manner above specified as part of the work shall be supplied by the Contractor on the same conditions in all respects on which he agreed to do the main works and at the same rates as are specified in the tender for the main work. The time for the completion of the supply shall be extended in the proportion that the altered, additional or substituted quantity of materials bears to the original quantity and the certificate of the Engineer-in-charge shall be conclusive as to such proportion. And if the altered , additional or substituted materials include may class of materials, for which no rate is specified in this contract then such class of materials shall be supplied at the rates entered in the schedule of rates of P.W.D., Government of West Bengal enforced for the district, which was in force at the time of the acceptance of the contract: and if such class of materials are not entered in the said schedule of rates, then the Contractor shall within seven days of the date of his receipt of the order of supply the materials, inform the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, of the rate which it is his intention to charge for such class of materials and if the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra, does not agree to his rate he shall, by notice in writing, be at liberty to cancel his order to supply such class of materials & arrange the supply thereof in such manner as he may consider advisable, provide always that if the Contractor shall commence supply or incur any expenditure in regard thereto before the rates shall have been determined as lastly herein before mentioned, then and in such case he shall only be entitled to be paid in respect of the supply made or expenditure incurred by him prior to the date of the determination of the rate as aforesaid according to such rate or rates as shall be fixes by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra. In the event of a dispute the decision of the Project Engineer of the Corporation shall be final.



## **GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS**

1. In the event of the tender being submitted by a Firm, it must be signed separately by each member thereof, or, in the event of the absence of any Partner, it must be signed on his behalf by a person holding a Power of Attorney authorizing him to do so.
2. Receipts for payments made to a Firm must be signed by the several Partner, except in the case of well known and recognized Firm, and except where the contractors are described in their tender or contract as a Firm.
3. All tenders received will be opened by the Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra at the time specified in the presence of any tenderer who may be at the said office, at the time of opening of tenders.
4. The Project Director/ Project Engineer/ Deputy Project Director, W.B.C.D.C./ Training Organiser, Krishi Vigyan Kendra reserves the right to reject any or all of the tenders without assigning any reason & to accept any tender in whole or in part.

## **SECTION-A**

### **INSTRUCTION TO BIDDERS**

#### **A. General guidance for Tendering**

Instructions/ Guidelines for submission of the tenders have been annexed for assisting the tenderers to participate in Tendering.

##### **A.1 Collection of tender documents**

a) The tender documents should be downloaded free of cost through the website [www.wbprd.nic.in/](http://www.wbprd.nic.in/) [www.wbprd.gov.in](http://www.wbprd.gov.in) from the latest tender only. No hard copies in this regard will be provided by this Office.

##### **b) Submission of Tenders:**

The Tenders are to be submitted in original i.e. downloaded copies (**off line**) in sealed envelope as described below:

The Tenderers should submit their tenders in the place mentioned in sl.no. 4(b) of this NIT in the Form of two envelope system before the specified date & time mentioned in sl.no.1(g) of this NIT in the manner described herein under without which the tender is liable for rejection.

##### **A.1. 1. Technical Proposal:**

The Technical proposal should contain the followings in two covers (folders).

##### **A.1.1.1. Statutory Cover Containing the following documents: A. Technical Document**

- (i) Prequalification Application (Sec-B, Form – I).
- ii) Demand Draft / Bankers Cheque towards earnest money (EMD) as prescribed in the NIT [sl.no. 1(d) ] drawn in favour of WBCADC payable at Kolkata.  
  
In case of non submission of earnest money authenticated copy/copies of documentary evidence/Govt. order etc, in support of the entitlement of the tenderer for exemption to deposit any earnest money for participating in tender should invariably be submitted failing which the tender will be treated as informal and liable to be rejected.
- iii) Demand Draft / Bankers Cheque towards the cost of tender documents (Tender fees) as prescribed in the N.I.T. [sl.no.1©] drawn in favour of WBCADC payable at Kolkata.
- iv) Tender Form (WBCADC Form No.-102) & N.I.T.
- (v) Special terms & conditions.
- vi) Technical specification of the power tillers to be supplied [to be submitted by the tenders participating in Group-A].
- vii) Instruction to bidders.

**B. Non-statutory Cover containing the following documents:**

- (i) Attested copy /copies of Professional Tax (PT) deposit receipt challan for the financial year 2012-13, Pan Card, IT, Saral for the Assessment year 2011-12, VAT Registration Certificate.
- (ii) Attested copy /copies of Registration Certificate under Company Act. (if any).
- (iii) Registered Partnership Deed / Article of Association & Memorandum.
- (iv) Registered Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- (v) Registered Clearance Certificate for the Current Year issued by the Assistant Register of Co-Operative Society (ARCS), bye laws are to be submitted by the Registered Labour Co-Operative Society / Engineers' Co-operative Society.
- vi) Attested copy /copies of Valid trade license/latest manufacturer license
- vii) Attested copy /copies of Valid distributorship /dealership certificate from the manufacturer i.e. authority from manufacturers, if the bidder happens to be Distributors/dealers.
- viii) Documents in support of sale of such machineries in last 03(three) years in the state clearly mentioning direct sale as well as Govt. sale.
- ix) Documents in support of supplying bulk quantity of such machineries to any Govt. Department under any scheme during last 03 (three) years.
- x) Proof of financial soundness /capacity from bank or audited balance sheet of previous year or any other proof of financial capacity.
- xi) Particular of test certificate of the machineries to be supplied along with Central /State Government recommendation (if any)
- xii) Affidavits (Ref. - format shown in "X", Section - B & format for general affidavit shown in "Y", Section - B).
- xiii) List of technical staff along with structure and organization (Section-B, Form-II).

**N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.1.1.1. and Sl. No. 'B' will render the tenderer liable to be rejected for both statutory & non statutory cover.**

Both the statutory and non-statutory cover shall be duly sealed and then be put in a large envelope sealed and super scribed with **Envelope -I (Technical Proposal)**.

## **A.1.2. FINANCIAL PROPOSAL**

A.1.2.1. The financial proposal should contain the following document in one cover (folder) i.e. Bill of Quantities (BOQ). The tenderers intend to participate for the group/groups will submit the Bill of Quantities specified for such group/groups only.

**The tenderer is to quote the rate in the space marked for quoting rate in the (BOQ).** The cover for technical proposal shall be duly sealed and super scribed with **Envelope-II (Financial Proposal)**.

Both the sealed Envelopes for Technical & Financial Proposal should then be put in a larger 3<sup>rd</sup> Envelope which should be properly sealed and on which should be superscribed the name of the work and the name of the tender.

Each and every page of tender documents to be submitted alongwith the tender form as mentioned above 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.

**The rate to be quoted in the B.O.Q. under Financial Bid. In case quoting any rate in Tender Form (WBCADC Form No.-102), the tender is liable to be summarily rejected.**

### **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.

Filling of tender form and other documents shall clearly and legibly be written and whole writing must 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.

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.

## **A.1.3. Tender Evaluation Committee (TEC).**

A.1.3.1. Evaluation Committee constituted by the competent authority will function as Evaluation Committee for selection of technically qualified contractors.

A.1.3.2. Opening & evaluation of tender: If any tenderer is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

### **A.1.3.3. Opening of Technical Proposal:**

Technical proposals will be opened by the Administrative Secretary, WBCADC and his authorized representatives on date & time schedule mentioned in Sl.No(1) .of this N.I.T.

A.1.3.4. Intending tenderers may remain present if they so desire.

A.1.3.5. Cover (folder) for Statutory Documents (Ref. Sl. No. A.1.1.1.) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No.A.1.1.2.) will be opened. **If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.**

A.1.3.6. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers will be displayed in the Notice Board of this office at 6A, Raja Subodh Mullick Sqr.,9h fl.,Kol-13.

A.1.3.7. During evaluation the committee may summon of the tenderers & seek clarification /information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**A.1.3.8. Opening of Financial Proposal**

The price bid of the eligible tenderers (mentioned in Sl.A. 1,3.6.) will only be opened in a suitable date & time. Such Date & time will be intimate to them in due course. Concerned Tenderers may remain present at the time of opening if they so desire.

**A.2 Penalty for suppression / distortion of facts:**

If any tenderer fails to produce the original copies of the documents (especially Completion certificates and Audited Balance Sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the submitted copies from the original, it may be treated as submission false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**A.2.1.Rejection of Bid:**

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without there by incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**A.2.2. Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract. The Agreement in WBCADC Form No.-102 will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents along with requisite cost [ **Rs.2550.00 (Rupees two thousand five hundred fifty) only for Group-A, Rs.1050.00 (Rupees two thousand five hundred fifty) only for Group-B, Rs.2550.00 (Rupees two thousand five hundred fifty)only for Group-C**] through Demand Draft / Banker's cheque issued from any nationalized /scheduled bank in favour of the WBCADC payable at Kolkata within time limit to be set in the letter of acceptance. Failing to comply of the above within the specified time, the supplier shall render his contracts liable to termination with forfeiture of earnest money.

Sd/-

ADMINISTRATIVE SECRETARY  
WBCADC

**SECTION – B**  
**FORM – I**  
**PRE-QUALIFICATION APPLICATION**

To  
The administrative secretary  
WBCADC  
6a, Raja Subodh Mullick Sqr., 9<sup>th</sup> fl.,  
Kolkata-700 013.

Ref : Tender for supply of .....  
(Name of work)-- N.I.T. issued under Memo No.: 100/003/24/02/NIT/165  
Dated 07.12.2012 by The Administrative Secretary, WBCADC.

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of..... in the capacity .....duly authorized to submit the offer.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the supply given in Enclosure to this letter. We understand that:

- (a) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid.
- (b) Tender Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

**Enclosure(s):**

- 1. Statutory Documents.
- 2. Non Statutory Documents.

Date: .....

.....  
Signature of applicant including title and  
capacity in which application is made.

**SECTION – B**  
**AFFIDAVIT – “X”**  
**(To be furnished in Non – Judicial Stamp**  
**Paper of appropriate value duly notarized)**

Supply of machineries in progress				Supply order issued but supply not started		
Sl.No.	Particulars of the machineries and tender/order	Estimated amount	% of supply completed	Sl.No.	Particulars of the machineries and tender/order	Tendered amount
1	2	3	4	5	6	7

.....  
Signed by an authorized Officer of the firm

.....  
Title of the Officer

.....Name of the firm with seal  
Date.....

## **SECTION – B**

### **AFFIDAVIT – “Y”**

**(To be furnished in Non – Judicial Stamp paper  
of appropriate value duly notarized)**

1. I, the under-signed do certify that all the statements made in the attached documents true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under- signed.
2. The under-signed also hereby certifies that neither our firm M/S..... nor any of constituent partner had been debarred to participate in tender by the West Bengal Comprehensive Area Development Corporation during the last 5 (five) years prior to the date of this N.I.T.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department agrees to furnish any such information at the request of the Department.
5. Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with Seal

Date:



**SECTION – B**

**FORM – II**

**STRUCTURE AND ORGANISATION**

- A. 1 Name of Applicant : .....
- A. 2 Office Address : .....  
.....  
.....  
.....
- Telephone No. : .....
- Fax No. : .....
- A. 3 Name and Address of Bankers : .....  
.....  
.....  
.....
- A.4 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.  
: .....
- A.5. Attach a list of district offices, along with complete address, phone no. & Fax no. clearly indicating the designation of the technical staffs along with their contract numbers. ....

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

.....  
Signature of applicant including title  
and capacity in which application is made.

## **SECTION-C**

### **SPECIAL TERMS AND CONDITIONS**

1. The tenderer should mention clearly the brand name of the materials which are to be supplied quoting rate in the Bill of Quantities (BOQ).
2. The tenderer should also submit the price list of the machinery mentioning the discount offered tax liabilities, freight charges, packing charges etc. The space provided in (BOQ) should be filled and signed properly with seal.
3. The materials will be accepted only on production of satisfactory certificates issued by the concerned projects office after inspection. Supplier should therefore inform the project authorities of the concerned projects about the probable date of supply so as to enable them for inspection of the implements at the supplier's showroom/go down nearest to the project office before supply. Supplier should also arrange for field testing on operation of implements at project farm and also arrange a short training programme for the beneficiaries regarding operation and maintenance of the implementation. For these nothing will be paid in extra.

#### **4. Terms of Payment:-**

In general 90% of the total value of the implements will be released after satisfactory supply and necessary testing of machineries in presence of the representative of them including submission of test certificates as applicable. Rest 10% will be released only after fulfilling the guarantee obligation period successfully by the supplier or to be decided by the authority. However this 10% may also be released provided bank guarantee with identical amount from any nationalized/schedule bank is deposited. The payment terms may be relaxed at the direction of the authority of WBCADC depending on the situation if so arises.

#### **5. Guarantee Obligation:**

It shall be of 12(twelve) months from the date of the successful supply of the implements or otherwise specified by the manufacturer/ Distributor and duly approved by the authority. In the event of any manufacturing defect of the implements arising out of faulty design/ inferior quality of the raw materials and bad workmanship within the guarantee period, the supplier shall guarantee to replace or repair to the satisfaction of the purchaser the defective parts at site free of any cost to the purchaser. In case if it is not possible to rectify/replace the same at site, the defective equipments/parts shall be taken back by the supplier to its service station at its cost and the same should be returned back after necessary rectification /replacement at its cost by the supplier itself. In such case, total procedure should be completed within 15(fifteen) days from the date of information of the defect. If the supplier fails to do so within 15 (fifteen) days, the purchaser reserves the right to effect repair or replacement of the defective part and recover charges for the said repair/replacement from the supplier.

#### **6. Free Servicing**

There should be at least 4(four) free services of the machines within the guarantee period or otherwise specified by the manufacturer duly approved by the authority.

7. After Sales Services:

As the machineries will be distributed among to rural people of WEST BENGAL the supplier should have at least one service station in each district of WEST BENGAL to facilitate the users to overcome any problem for operation of the machineries.

8. Before submission of tenders, the supplier should verify from the market about availability of the materials and in no case extension of time will be generally considered on this ground.

9. All risks on account of railway or roads carriage including loss and damage (if any) will have to be borne by the supplier.

10. Change of Address:-

If there be any change of original postal address (mentioned at the time of tender) during the execution and finalization of the supply that should be communicated to the authority within 7(seven) days from the date of such changes.

Sd/-

ADMINISTRATIVE SECRETARY

WBCADC

**SECTION-D**  
**BILL OF QUANTITIES(BOQ)**  
**GROUP-A**

(TO BE SUBMITTED IN THE FINANCIAL PROPOSAL)

Sl.No	Description / specification of materials to be supplied	Total quantity to be supplied	Places at which to be delivered	Quantity to be delivered at each place	Date by which delivery at all places must be completed	Rate quoted (Rs.)	Unit	Total Amount (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01.	8.10 k.w.Power tiller with integral light unit with tools kit steel wheel tails skid and farmers kit complete	52 nos.	Different project offices of WBCADC located in all the districts of West Bengal.	As per list which will be provided along with supply order	30(thirty) days from the date of issue of supply order		Each no.	

Total: - Rs.

(Rupees.....) only

Signature of Tenderer

[Full Signature with Office Seal]

Name of the Tenderer.....

Address .....

**SECTION-D**  
**BILL OF QUANTITIES(BOQ)**  
**GROUP-B**

(TO BE SUBMITTED IN THE FINANCIAL PROPOSAL)

Sl. No	Description / specification of materials to be supplied	Total quantity to be supplied	Places at which to be delivered	Quantity to be delivered at each place	Date by which delivery at all places must be completed	Rate quoted (Rs.)	Unit	Total Amount (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01.	3.1 HP, 3600 RPM single cylinder air-cooled petrol start kerosene run engine with 3"x3" self priming pump made of aluminum alloy conforming to IS specification no. IS 11501 and with ISI mark including handle to carry the pumpset with 25' suction and 25' delivery pipe complete	52 nos.	Different project offices of WBCADC located in all the districts of West Bengal.	As per list which will be provided along with supply order	30(thirty) days from the date of issue of supply order		Each no.	
02.	1.5 HP 3600 RPM single cylinder air cooled petrol start kerosene run engine with 2"x2"self priming pump made of aluminum alloy conforming to IS specification no. IS 11501 and with ISI mark including handle to carry the pumpset with 25' suction and 25' delivery pipe complete	26 nos.	-do-	-do-				

Total: - Rs.

(Rupees.....) only

Signature of Tenderer

[Full Signature with Office Seal]

Name of the Tenderer.....

Address .....

**SECTION-D**  
**BILL OF QUANTITIES (BOQ)**  
**GROUP-C**

(TO BE SUBMITTED IN THE FINANCIAL PROPOSAL)

Sl. No	Description / specification of materials to be supplied	Total quantity to be supplied	Places at which to be delivered	Quantity to be delivered at each place	Date by which delivery at all places must be completed	Rate quoted (Rs.)	Unit	Total Amount (Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01	Knapsack sprayer 16liters capacity, high density polythene tank, other parts coming into contact with chemical made from brass suitable for operation with right or left hand without back cushion 02 nos. adjustable shoulder straps without cushions 110cm long delivery hose and spray lance VMND consisting of trigger cut off , 60cm. long extension rod one end bent a gooseneck, DURO mist spray nozzle with stainless steel disc and one set packing gasket conforming to IS-3906-1995 and with ISI mark	82 nos.	Different project offices of WBCADC located in all the districts of West Bengal.	As per list which will be provided along with supply order	30 (thirty) days from the date of issue of supply order		Each no.	
02	Hi-Tech sprayer 16 litres capacity high density polythene tank with pressure chamber and pump fitted outside the tank with 2 nos. adjustable shoulder straps without cushions complete with 110cm long delivery hose and spray lance VMND consisting of trigger cut off 60cm.long straight extension rod and double swivel DURO nozzle with stainless steel disc and one set packing gaskets conforming to IS specification no.-IS-3906(Part-I) -1982 and	82 nos.	-do-	-do-	30(thirty) days from the date of issue of supply order		Each no.	

	with ISI mark							
03	Foot sprayer with 2 meters suction hose with strainer 23meter long delivery hose and hyjet spray gun SPGT 80cm. long wrench and one set packing gaskets conforming to IS specification no.-IS-3652-1982 and with ISI mark	41 nos.			-do-r		Each No.	
04	Motorized Knapsack mist blower cum duster with 1.2 HP engine rope start, conforming to IS-7593-1986, 11.5 litre capacity fuel tank complete with spraying jet with wide spray screen for angular spraying and kit bag containing petrol oil mixing jar funnel with strainer complete sprayer, conforming to IS:7593-1986(Part-I) and with ISI mark	41 nos.			-do-		Each No.	
05	Rotary paddy thresher threshing drum, size 24" with 30" height pedal driver with double side gear with MS gear cover and CR sheet buttoned frame painted with enamel paint with ISI mark	164 nos.			-do-		Each No.	
06	Multi Row (4 Row) hand seed drill suitable for sewing jute , mesta mustered and wheat with ISI mark	41 nos.			-do-		Each No.	

Total: - Rs.

(Rupees.....)

Signature of Tenderer  
[Full Signature with Office Seal]

Name of the Tenderer.....

Address .....

## SECTION – E

### TECHCHNICAL SPECIFICATION OF POWER TILLER TO BE SUPPLIED

The machinery as per enclosed 'Bill of Quantities' (BOQ) should bear I.S.I. mark or shall be tested at Central Farm Machinery Training and Testing Institutes (FMTTIS) at BUDNI/ Regional Farm Machinery Training and Testing Institutes at GARLADINNE (AP) for compliance to the Central motor vehicle rules. The Power tillers should also bear Compliance certificate to smoke and mass emission Bharat (Term) Stage-III norms under Rule-115A of CMVR for power tiller (diesel engine). All major parts of the power tiller should be of reputed make having ISI or similar approved mark.

Sd/-

ADMINISTRATIVE SECRETARY  
WBCADC