



Date 04.12.2019

N.I.T. NO. 28/2019-20

NOTICE INVITING TENDER

Sealed item rate Tenders are invited in plain paper by the Administrative Secretary WBCADC on behalf of the West Bengal Comprehensive Area Development Corporation from the authorized distributors/ dealers of Mahindra & Mahindra Ltd for supply of materials as detailed below.

- 1a) Name of the materials: - **Supply of 03(three) nos E-Alfa Mini**
- b) Location of delivery: - **WBCADC New office building (Mrittika Bhavan) at Plot, no 18/9, Block DD, Sector-I, Salt Lake, Kolkata-64**
- c) Earnest money to be deposited: - **Rs 10,000.00 in the shape of Demand Draft/ Banker's cheque issued from any Nationalized/ Scheduled Bank in favour of WBCADC payable at Kolkata or RTGS/NEFT/CBS in State Bank of India, Account No 10263261979, IFSC No SBIN0001504 in favour of "WBCADC"**
- d) Time of completion of supply: - **10(Ten) Days from the date of issue of supply order**
- g) Last date & time limit for submission: - **12.12.2019 up to 2-00 PM**
of tender paper
- h) Date & time for opening of the tenders: - **12.12.2012 at 2-30 PM**
2. The intending tenderers may visit the site before submission of their offer.
3. The tender documents and other relevant particulars may be seen by the intending tenderers on any working day between 11-30 a.m. to 4-30 p.m. in the office notice board at plot no.18/9,Block-DD, Sector I, Salt Lake..(3rd floor)
4. The intending tenderers will have to submit photo copy of documentary evidence to prove them as authorized distributors/ dealers of Mahindra & Mahindra Ltd .
5. Tender documents shall consist of: -
- This notice inviting tender hereinafter will be referred to as the tender notice.
 - Standard Form of Agreement .(Annexure-II)
 - Schedule of supply.(Annexure-I)

6. Each tenderer will have to deposit an earnest money of the amount specified in sl no. 1(c) in favour of the **WBCADC** which must be accompanied with the tender failing which the tender will be treated as informal and liable to be rejected.
7. Rate quoted should be inclusive of all other charges like Insurance, registration Shield, accessories, RSA and delivery etc, including taxes & duties payable to Govt. or other bodies
8. The quotation shall clearly and legibly be written and the whole writing must be by the hand of the person signing tender and with the same pen & ink. Failure to do so makes the tender invalid. Erasing or overwriting shall not be allowed. Corrections in the quotation should be avoided and if this becomes unavoidable, the entire quotation (and not a portion only) shall be scored out and signed (not simply initialed) by the tenderer in token of such cancellation. A fresh quotation one of the specified manner shall than be written correctly.
9. Complete tender documents are to be placed in a cover and duly sealed with the name of the supply and address of the tenderer super scribed on the cover. The sealed cover containing the tender is to be submitted within the specified date and time.
10. If the day on which the tender is due has been or is declared as 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..
11. Canvassing in connection with the tender is strictly prohibited and the tenderer who resorts to this will render his tender liable to rejection.
12. 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 tenderers withdrawn his tender within this period of three months without receipt any intimation from the Authority, his earnest money deposited against his tender will be forfeited.
13. On receipt of intimation from the appropriate authority, earnest money deposited by the unsuccessful tenderers will be refunded from the office of the undersigned (on application). 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 work order to the lowest tenderers. In case of successful Tenderer, the deposited earnest money will be refunded after completion of the supply in all respect.
14. The acceptance of the tender will rest with the Authority who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof and may distribute the supply amongst the tenderer as he deems necessary.
15. The successful tenderer shall have to execute an agreement with the Authority in non judicial stamp paper of appropriate value within 7 (seven) 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

16. It must clearly be understood that the quantity of supply as indicated in Sl. No. 1(a) and 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.
17. The supplier will have to keep himself in readiness to complete the supply and to complete the same within the target date as directed by the authority, failing which the department will have the every right to terminate his tender and cancel the supply order along with forfeiture of earnest money deposited by him.
18. The intending tenderers must have GST, Income Tax, P. Tax clearance certificates and photo copies of such certificates are to be enclosed along with the tender documents. Selected bidder before issuance of work order, original certificates have to be produced, if asked, by the department.
19. Taxes will be deducted from the bills as per norms in vogue and only after successful completion of the supply, payment will be made against manufacturer's Guarantee/obligation. Payment terms may be relaxed if desired by the authority.
20. This NIT will form a part of the contract.

sd/-
Administrative Secretary
WBCADC
Date 04.12.2019

Memo No.100/003/24/02/Part(E-Alfa Mini)/492/1(6)
Copy forwarded for information and necessary action: -
Copy to:-

- 1) In-charge, Estab. Section,CADC(HQ). |
- 2-6) OIC—Bagnan/Boinchee/Gaighata/ |
Deganga & Haringhata CADC Project. |

--- with a request to display the N.I.T. on office Notice Board for wide circulation.

sd/-
Administrative Secretary
WBCADC

Schedule for Supplying of E-Alfa Mini

Sl no	Description of work	Quantity	Rate to be quoted (Rs)	Amount (Rs)
1.	Supply of : Driver Plus 4 seater E-Alfa Mini (<i>Mahindra Make</i>) i)Size- Length 2750mm Width – 990 mm, Height- 1770 mm	3 nos		

Rate quoted should be inclusive of all other charges like Insurance, registration Shield, accessories, RSA and delivery, including taxes & duties payable to Govt. or other bodies

SAMPALE FORMAT FOR EXECUTION OF AGREEMENT BY THE SUCCESSFUL BIDDER (TO BE FURNISHED IN NON JUDICIAL STAMP PAPER OF APPROPRIATE VALUE):-

Standard Form of Agreement

Agreement

This agreement made on the day of ,2019 between **The Administrative Secretary, West Bengal Comprehensive Area Development Corporation, 6A, Raja Subodh Mullick Square, 9th floor, Kolkata-700 013** (hereinafter called "The Employer") on one part and (hereinafter called "The Contractor") on the other Part.

Whereas the Employer is desirous that the Contractor execute work for **supply of E-Alf a Mini at WBCADC New office building (Mrittika Bhavan) at Plot, no 18/9, Block DD, Sector-I, Salt Lake, Kolkata-64 for NIT no 28/2019-20 Dated 04.12.2019** (hereinafter called "the Works") and the Employer has accepted the Bid by the contractor for the execution and completion of such works and the remedying of any defects therein at a cost of **Rs** (Rupees in word) only which is tender amount of Rs (Rupees in word) only minus/plus accepted tender percentage of Less/above i.e. Rs(Rupees in word) only.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all aspects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of execution and completion of the Works and remedying the defects wherein the Contract Price or such other sum as may be payable under provisions of the Contract at times and in the manner prescribed in the Contract.
4. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz :
 - i. Letter of Acceptance:
 - ii. Notice to proceed with the works:
 - iii. Contractors Bid:
 - iv. Contract Data:
 - v. Special Conditions and General Conditions of Contract:
 - vi. Specifications:
 - vii. Bill of Quantities and
 - viii. Any other document listed in the Contract Data