

**WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION**  
**6-A, Raja Subodh Mallick Square (9<sup>th</sup> floor)**  
**Kolkata-13**

**N.I.T. NO. 3/2014-15**

**Date 10.09.2014**

**NOTICE INVITING TENDER**

On behalf of the West Bengal Comprehensive Area Development Corporation, sealed tenders are invited by the Administrative Secretary, WBCADC from the manufacturer/ authorized distributor/ authorized dealers/ bonafide, experienced, reputed suppliers for supply of materials as detailed below.

- 1a) Name of the materials to be supplied: - **Supply of 4 nos Split Air Conditioning Machine (Specification enclosed)**
- b) Location of delivery: - **WBCADC (HQ), 6-A, Raja Subodh Mallick Square, Kol-13**
- c) Time of completion of supply: - **7 (Seven) days from the date of Supply Order**
- d) Last date & time limit for submission: - **18.09. 2014 upto 2-00 P.M.**  
of tender paper
- e) Date & time for opening of the tenders: - **18.09.2014 at 2-30 P.M.**
- 2. The intending tenderers may visit the location of supply before submission of tender
- 3. The tender documents and other relevant particulars will be available from Engg. Cell(HQ) of this Corporation at P-35, New C.I.T. Road (6th floor), Kolkata-14 on any working day between 11-30 a.m. to 3-30 p.m. or it can be down loaded from website [www.wbprd.gov.in](http://www.wbprd.gov.in) under latest tender.
- 4. The intending tenderers will have to provide documentary evidence to prove their manufacturership/ distributorship/ dealership/past experience and capabilities to do such supply at the time of submission of tender.
- 5. Tender documents shall consist of: -
  - a) This notice inviting tender hereinafter will be referred to as the tender notice.
  - b) Departmental schedule.

The intending tenderers must have VAT, Income Tax, P. Tax clearance certificates (Xerox copies of certificate are to be enclosed along with the tender and original certificates have to be produced if asked by the department).

6. A tenderer is to quote rates in figures as well as in words in the enclosed departmental schedule and tenders should consider all charges, duties etc. upto the location of supply while quoting their rates.
7. 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.
8. Complete tender documents are to be placed in a cover and duly sealed with the name of the supply and address of the tenderer superscribed on the cover. The sealed cover containing the tender is to be submitted within the specified date and time at 6-A, Raja Subodh Mallick Square(9<sup>th</sup> floor), Kol- 13
9. 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.
10. 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.
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 tender once submitted shall not be withdrawn within a period of one month from the date of opening of tender till the non acceptance of his tender is communicated to him by the authority.
13. The acceptance of the tender will rest with the undersigned 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.
14. The successful tenderer shall have to execute an agreement with WBCADC which contents the other tender documents 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. All the copies must be signed on every page by the supplier and submitted to the authority within the specified time.
15. 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.

16. 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. The supplier will have to take up the works as directed by the authority within 7 (seven) days from the date of receipt of supply order from the authority and complete the same within the target date as fixed by the authority, failing which the department will have the every right to take appropriate action. The decision of the authority in this respect would be final and binding to the supplier. In case the supplier fails to commence the supply within the specified time of 7 (seven) days from the date of issue of supply order, authority has the right to terminate his tender and cancel the supply order.

20. This NIT will form a part of the contract.

**Sd/-**  
**ADMINISTRATIVE SECRETARY**  
**WBCADC**

Memo No.:100/003/24/02/ NIT / 435/1(8)

Dated. 10.09.2014

Copy to :- 1) Office Supdt., P&RD Deptt., (   
7, HC Block, Salt Lake.Kolkata. )

2) In-charge, Estab. Section,CADC(HQ). (

3) In-charge, Engg.Section.CADC(HQ) )

4-8)OIC—Bagnan/Boinchee/Gaighata/ (   
Deganga & Haringhata CADC Project. )--- with a request to display the N.I.Q. on office   
Notice Board for wide circulation.

**Sd/-**  
**ADMINISTRATIVE SECRETARY**  
**WBCADC**

**Schedule for 1.5 Ton Spilt type Air conditioning Machine**

SI no	Description of Item	Quantity	Rate to be quoted(Rs)	Unit	Total Amount(Rs) to be quoted
1.	Supplying of 1.5 Ton 5 star auto start Spilt type Air conditioning machine, frequency- 50HZ single phase of reputed brand including all taxes, transportation charges up to supply point with installation etc. The rate should also be inclusive of all standard accessories required for installing the Air-conditioning Machine as per actual site condition.	4 nos		Each	

Rupees in Words:-

Name of the Tenderer .....

Sign. of the Tenderer

Address .....

with seal