



West Bengal Agro Industries Corporation Ltd.
(A Govt. Undertaking)
Registered Office: 23B, Netaji Subhas Road, 3rd Floor,
Kolkata - 700001

CIN: U29211WB1968SGC027349
Phone No. 2230-2314
2230-2315
E-mail: wb_agro@wbaicl.com
Website: www.wbagroindustries.com

NIT No. WBAIC/PD/PM/PMS-09/NIT-71/2021-22

Date: 20/01/2022

NOTICE INVITING TENDER

1. INVITATION:

The undersigned invites Sealed Tender in 02 (Two) Bid System from the eligible, experienced and resourceful bonafide concerned Agencies within West Bengal for Rate Contract of Office Sanitization.

Scope of Work: Rate Contract of Office Sanitization.

Gr. No.	Description of Items	Place	Estimated Cost	Cost of Tender Paper	Eligibility of Contractor
01.	Rate Contract of Office Sanitization	Registered Office, Kolkata	Rs. 2,650/- (Including all demand)	Rs. 100/- + Applicable GST (Non-refundable)	Bonafide Concerned Agencies.

Both **Technical** and **Financial Documents** are to be submitted concurrently duly signed as per scheduled date & time. The documents submitted by the bidders should be properly indexed & self-attested with seal.

The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL DOCUMENTS** of the tenderer is found qualified by the 'Tender Committee' of the West Bengal Agro Industries Corporation Limited. The decision of the 'Tender Committee' will be final and binding on all concerned and no challenge against such decision will be entertained.

2. Schedule of Tender:

The schedule of Tender is given as under:

Sl. No.	Particulars	Date & Time
01.	Date of publishing of NIT	20/01/2022 after 11.30 AM
02.	Documents purchase start date (Offline)	20/01/2022 after 11.30 AM
03.	Documents purchase end date (Offline)	26/01/2022 upto 02:30 PM
04.	Bid submission start date.(Offline)	20/01/2022 after 11.30 AM
05.	Bid Submission end date (Offline)	27/01/2022 upto 04:30 PM
06.	Technical Bid opening date (Offline) (Venue: In the chamber of The project Manager, WBAICL, Kolkata - 700001)	28/01/2022 at 02:30 PM

20.01.22

Project Manager
West Bengal Agro Industries Corporation Ltd.

GENERAL TERMS AND CONDITIONS

1. Preparation and Submission of Tender:

- Bidder should take into account any corrigendum published on Notice Board of this Corporation before submission of bids.
- A standard format for quoting rates has been provided in the document. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- The Tenderer **should sign and affix his/ her firm's stamp on each page of the Tender and all its Annexure** as the acceptance of the offer. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER.**
- The Proforma as per Annexure-III along with all other necessary documents duly completed in all respect and duly signed and in a sealed envelope (A4 Size) is to be submitted at the reception of the Corporation at the above address superscribing on the envelope **"Rate Contract of Office Sanitization"** within stipulate time. **The NIT No. should also be superscribed on envelope mentioning due date.**
- Before submitting the Tender, the Tenderer may inspect the site at their own cost.

2. Technical Packet:

- a) The NIT with all agenda & corrigendum/addendum.
- b) Annexure - I
- c) Annexure - II
- d) Copy of Tender Cost Receipt.
- e) GST Registration Certificate, PAN
- f) Proprietorship Firm (Trade License) or Partnership Firm (Partnership Deed, Trade License) or Ltd. Company (Incorporation Certificate, Trade License) or Society (Society Registration Copy, Trade License)
- g) Professional Tax (Challan)

N.B.: Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected. If, any financial document found in the Technical Packet, the bidder shall be rejected.

3. Financial Packet:

- ❖ The Commercial Bid should be submitted in the format given in the documents. Bidders are requested to note that they should necessarily submit their financial bids in their company letter head as per the format provided and no other format is acceptable.
- ❖ The Financial Bid should submit in the Financial Packet only. In case, any rate or Financial Bid is submitted in the Technical Packet, the respective Bid will be rejected.
- ❖ The price quoted shall be firm and final and inclusive of all taxes or any other charges.
- ❖ The Tenderers should quote their rates inclusive of all demands in the Proforma as per Annexure-III. The Tenderer should quote their rate both in figure and words.
- ❖ No extra expenses will be borne by the corporation for Travelling and other purpose.
- ❖ The bid/rate will remain valid for 01 year from the date of issue of Work Order & the Tenderer will be bound to execute the supply work during the period of validity.
- ❖ No terms and conditions should be entered by the Tenderer along with commercial bid. Any conditional bid will not be entertained.
- ❖ Canvassing in any form is strictly prohibited and in the event any Tenderer is resorting to such practice, his Tender will be liable for rejection.
- ❖ Modification, in any form, by the Tenderer will not be permitted after the Tender is opened.
- ❖ The evaluation of the lowest bidder will be on basis of the item wise inclusive of all taxes & duties.

4. Payment of Bill:

- 🚧 Payment will be made after successful completion of work.
- 🚧 No advance payment would be made in any case.
- 🚧 The vendor will not have any legal right to proceed against the Corporation in the event of late payment due to unforeseen reason.

5. Breach of Terms and Conditions:

In case of breach of any of the terms and conditions mentioned above, the competent authority will have the right to cancel the Contract without assigning any reason therefore and nothing will be payable by this Corporation in that event and security deposit shall also stand forfeited.

6. Subletting of Work:

The firm shall not assign or sublet Contract or any part of it to any other person or party without having first obtained permission in writing of the Executive Engineer, Project Division, WBAICL, Kolkata - 700001, which he will be at liberty to refuse if he/she thinks fit.

7. Non - Transferable:

The Tender is not transferable and under no circumstances the successful bidder shall be allowed to sub-contract with any other person/party/vendor. Only one Tender shall be submitted by one Tenderer.

8. Every bidder shall unconditionally accept the condition contained herein this tender. Affixation of the signature of the bidder on every page of the bid documents at the time of submission shall be the conclusive evidence of acceptance of the conditions stipulated. The bid of any bidder who does not accept any of these conditions shall not be considered.

9. No Tender will be accepted by post or courier service. No request will be entertained for sending the Tender paper by post. In case, any Tenderer submit duplicate/several copy of the tender, the bid will be rejected.

10. The Tenders received late after the scheduled for any reason whatsoever shall not be opened and shall be returned back to the concerned Tenderer or their authorized representative.

11. The contract can be terminated summarily by this office at any time without giving any notice and without assigning any reason, if the work of the supplier is found unsatisfactory during the period of this contract. In this connection the decision of the competent authority of WBAICL shall be final and binding on the firm.

12. The Contract shall be interpreted in accordance with the laws of the Union of India & will be under the jurisdiction of court in West Bengal.

13. Vendor shall be entirely responsible for all taxes, duties, license fees, etc. incurred until delivery of the Contracted Goods & Services to the Purchaser. No tax or duty will be payable by the Corporation.

14. In case any of the office addresses changes, then the address will be intimated and the service provider has to continue the service at the new address at no extra cost.

15. FORCE MAJEURE:

The Bidder awarded for the work shall not be considered in default, if delay in execution of contract occurs due to causes beyond his control such as natural calamities, civil wars, fire, strike floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the Contract period will be extended for a length of time equal to the period of force majeure or at the option of Tender Inviting Authority, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of WBAICL.

16. Scope of Work:

Chemical to be used: Sodium Hypochlorite
Metallic surfaces should be cleaned with 70% alcoholic solutions.
Approximate area to be Sanitized: 8000 sq. ft.


20.11.22

Project Manager
West Bengal Agro Industries Corporation Ltd.

ANNEXURE - I

Declaration

To
The Project Manager
West Bengal Agro Industries Corporation Ltd.
23B, Netaji Subhas Road, 3rd Floor,
Kolkata - 700001

NIT No. WBAIC/PD/PM/PMS-09/NIT-71/2021-22 dated 20/01/2022

NAME OF THE WORK: Rate Contract of Office Sanitization.

Dear Sir,

1. I _____ S/o
Shri _____
Proprietor/Director/Authorized Signatory of the _____
_____ (Company/Agency/Firm) mentioned
above is competent to sign the declaration and execute the tender document.
2. I/We have carefully read and understood all the terms and conditions of the Tender document for the contract for providing service to WBAICL and in the event of my/our tender being accepted, I/We undertake to abide by the conditions contained therein.
3. I/We have not been suspended, blacklisted or banned by any organization/government on any grounds. There is no case or charge under "under investigation", enquiry" or "trial" against me/firm/company or any Conviction in a court of Law.
4. The information/documents furnished along with the bid are true and authentic to the best of my knowledge and belief. I/We are well aware that furnishing any false information/fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution as per law.

Signature of the Authorized Signatory

Name of the Authorized Person : _____

Designation: _____

Phone No.: _____

Date: ____/____/____

Place: _____

For & on behalf of: _____

Company Seal:

ANNEXURE - II
Technical Information

1. Name of the Applicant :
2. Nationality :
3. Office Address :
4. Telephone No. :
i. Fax No. :
ii. Contact No. : 1)
2)
iii. Email Address :
5. PAN No. :
6. GST No. :
7. Constitution :
i. Individual
ii. Sole Proprietorship Concern
iii. Partnership Firm
iv. Public Ltd. Company
v. Private Ltd. Company
8. Name of the Authorized person :
9. Power of Attorney :
10. Year of Incorporation :

Important:

Photocopies of all the documents relating to the information mentioned above duly self-attested by Authorized Signatory and company stamp need to be submitted.

Signature of the Authorised Signatory

Stamp of the Firm

ANNEXURE – III

To,
The Project Manager
West Bengal Agro Industries Corporation Ltd.
23B, Netaji Subhas Road, 3rd Floor,
Kolkata – 700001

Sub.: Rate Contract of Office Sanitization
NIT No.: WBAIC/PD/PM/PMS-09/NIT-71/2021-22 dated 20/01/2022

Sir,

We hereby submitting the rates for Rate Contract of Office Sanitization.

Sl. No.	Item	Total Rate (Rs.) (Inclusive of GST)
1.	Rate Contract of Office Sanitization (As per Scope of Work)	

- We hereby accept the term & condition of the notice.
- The above rates are inclusive of all taxes & other charges and as per Terms of Tender.

Thanking You,

Signature of the Authorised Signatory

Stamp of the Firm