

West Bengal Tourism Development Corporation Limited

(A Govt. of West Bengal Undertaking)

Udayachal Tourism Property (1st Floor), DG Block, Sector II, Kolkata- 700091

Phones: 033 2359 7250, Fax : 033-2359-8292

Website: www.wbtdcl.com

No. 46 /WBTDCL/

Date : 28/11 /2019

**Notice inviting Quotation
For
Supply & Installation
of Mini Fridge
At
DIGHALI TOURISM PROPERTY
(FORMERLY DIGHA TOURIST LODGE) OF WBTDCL**

NOTICE INVITING Quotation No:- 46 / WBTDCL OF 2019-20 (Operations)

NOTICE INVITING Quotation No:- 46 / WBTDCL OF 2019-20 (Operations)

Quotation is invited by the Managing Director, West Bengal Tourism Development Corporation Limited (WBTDCL) from the reputed bonafide and financially sound Manufacturers/ Authorized Dealers having at least 3 (Three) years experience & credentials in successfully executing similar nature / value of works for reputed Organizations preferably various units of WBTDCL or other Central/ State Government/PSU's, for supply, delivery and installation of Mini Fridge at Dighali Tourism Property(Formerly Digha Tourist Lodge) of WBTDCL.

Intending Tenderers must apply offline together with documentary evidence in support of their experience and competence to execute such type of supplies/materials supported by valid documents related to I.T. & Authorized Dealership License proof, GST, IT and Professional Tax, etc. Intending bidders may download the Tenderers documents from the website www.wbtdcl.com directly and submit the same at WBTDCL HO of above address within the scheduled date as provided below.

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MANAGING DIRECTOR
WBTDCL Ltd.

Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. Documents (online) (Publishing Date)	28/11/19
2	Documents download/sell start date	28/11/19
3	Documents download/sell end date	05/12/19
4	Bid Submission closing	05/12/19, 1400 hrs
5	Bid opening date	05/12/19, 1600 hrs

QUOTATION FOR SUPPLY & INSTALLATION OF MINI FRIDGE AT
Dighali Tourism Property (Formerly Digha Tourist Lodge) of WBTDCL

(TO BE WRITTEN ON TENDERER'S LETTERHEAD)

Last Date for Submission: 05/11 /2019.

To
The MANAGING DIRECTOR
WBTDCL
UDAYACHAL TOURIST LODGE (1ST FLOOR),
DG BLOCK, SECTOR II,
SALT LAKE, KOLKATA- 700091

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Dear Sir,

1. I / we, the undersigned having gone through the Tender Documents, understood the requirements and having read all the terms and conditions therein, submit the following:
 - a. Particulars of the tenderer/ TECHNICAL BID (Annexure-I)
 - b. The information and instructions duly signed by me / us as token of having read and understood the terms and conditions. (enclosed as Annexure- II)
 - c. Financial Bid and Item specifications (Annexure - III) to be quoted in the scheduled format
 - d. Acceptance Letter (Annexure IV) in prescribed format to be submitted within 3 working days after issuing of Work Order, failing which the Authority reserves the right to cancel the Order.
2. My / our offer is valid for a period of 1 (one) year from the date of opening of Financial Bid. I/we are fully aware that no change in the rates or terms and conditions of the Quotation is permitted due to any reason. In case, I/ we withdraw this tender before this period or delay in delivering the materials within the stipulated period, the Earnest Money Deposit **or security deposit** and bills for already completed job shall stand forfeited.
3. I/we agree to abide by all the terms and conditions as contained in the Tender Documents as well as the Agreement. I/we have understood that the conditional tender will be liable for rejection. Further, I/we have understood that the decision of the Management of the Corporation is final and Management is not bound to accept the lowest or any other Quotation it may receive. Expenses incurred by the tenderer in presenting or submitting this Quotation or preparation etc will not be reimbursed / refunded in the event of rejection.
4. I/we agree to allow the committee constituted by the Managing Director of Corporation to inspect my/our shop and manufacturing unit.
5. I/we agree to accept the payment upon 'supply done satisfactorily' certificate from the competent authority of the Corporation/Lodge, where Mini Fridge have been supplied and successfully installed by me/us.
6. I/we understand that the materials are to be supplied as per the standards laid down by the Corporation and should be befitting of a Corporation of high status and glamour and I/We agree to abide by all the terms & conditions and undertake to maintain the requisite standards in this regard.



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7. I/we agree that the Corporation reserves the right to reject any or all tenders without assigning any reason thereof.

Signature of Authorized Signatory

Address :

Seal :

Tele no(s) :

Dated: _____

Annexure I

Quotation FOR SUPPLY & INSTALLATION OF MINI FRIDGE AT Dighali Tourism Property (Formerly Digha Tourist Lodge) of WBTDCL

(PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE)

1. Name of the Tenderer :
Son / Wife / Daughter of Shri. :
Age /D.O.B :
2. Name of the Firm (Company) :
Permanent Address :
Registered Office (if any) :
Telephone No. (Office/Factory) :
(Residence) :

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3. Address of Factory/Manufacturing/Dealer unit :
4. Status of Tenderer (Whether Sole Proprietor/HUF Business/ Partnership/Limited Company) :
5. Status of the Signatory of this Tender in case of HUF Business/ Partnership/Limited Company :
6. Names and Address of the Bankers :
7. Details of licenses :
 - a. Trade License :
 - b. GST :
(Photocopies to be enclosed)
8. Past Experience in the Trade (A brief/certificates to be enclosed) :
9. Particulars of Income Tax, last Assessment with Permanent Account Number (photocopy to be enclosed) :
10. Particulars of Earnest Money Deposit :
11. Particulars of payments towards the cost of tender documents, if downloaded from website :

SIGNATURE OF THE TENDERER

SEAL

NOTE :

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- a. In case of sole proprietary concern, the name of the proprietor, father's/husband's name, age, residential address and office & residence phone numbers are to be indicated.
- b. In case of Partnership Concern, the Attested Photostat copy of the Registered Partnership Deed is to be enclosed. The Partnership Deed should state specifically that a particular partner or partners are authorized to deal with any matter of Firm/Company. Certified Photocopy of the Income Tax assessment of the Partnership Firm as well as Individual Partners (for last 3 years) is to be enclosed.
- c. In the case of HUF Business, an Income Tax Registration Certificate is to be enclosed in addition to the above as per (b).
- d. In all cases, Income Tax Clearance Certificate of the applicant / tenderer (valid as on date of submission of tender) should be enclosed.
- e. This covering letter written on company's letterhead must be attached with the Annexures as mentioned in Terms and Conditions to form part of technical Bid.

TERMS & CONDITIONS

Annexure II

APPLICATION/FEEES

1. Each tender shall be accompanied by a bank draft covering the amount of **Earnest Money of Rs. 15000/- (Rupees Fifteen thousand only)**.
2. Earnest money will be treated as Security Deposit for the successful bidder and would be refunded to the successful bidder after executing the total order. Bidders exempted of Tender Fee/EMD, if selected, will deposit equivalent amount of EMD as Security Deposit within 7(Seven) days of announcement of the job award, on receipt of which, WO would be issued to the concerned party. The Security Deposit would be refunded after the final Bill settlement or Warranty period whichever is later, in case there is no deduction/penalty as would be deemed fit by Authority.
3. The quantities are and shall be deemed to be only approximate and will not in any manner whatsoever binding on WBTDCL.

ELIGIBILITY CRITERIA:

4. The intended supplier should be Manufacturers/ Authorized Dealers/Authorized Suppliers/Authorised Retailers(Relevant Certificate to be attached) & have experience of performing similar nature of works for atleast **3(Three)** years to State/Central Govt

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departments and/or Corporations/PSUs and reputed Public/Private organizations/hotels and have average annual turnover of last 2 financial years being Rs 50 Lakhs and over (Certified proof to be attached)

5. The prospective bidder should have an establishment/work shop/manufacturing unit/outlet/authorized dealer in West Bengal, preferably in or around Kolkata

EXEMPTION:

6. Exemption of Tender fee & EMD will only be given to MSME/NSIC registered bidders. However, if the exempted bidder is awarded the job, the EMD amount needs to be submitted at the office as Security Deposit before receipt of the Work Order.

SUBMISSION

7. Tenderer are requested to give detailed description and specifications together with the drawing and printed leaflets of the articles tendered for, wherever possible/necessary.
8. The supplier shall quote the cost of supplies/materials, inclusive of all taxes and duties payable and no amount over and above the quoted price/cost shall be claimed. The supplier shall deliver / install / commission the equipment in the premises of the concerned tourist lodge and the quote will be inclusive of such charges.
9. Tenders from suppliers with sound financial standing and capacity will only be considered. No interest will be payable on Earnest Money/Security Deposit. Tenderer withdrawing before the announcement of successful tenderer shall be liable to have his earnest money forfeited.
10. The supplier/contractor shall furnish a warranty in the format enclosed on a Stamp Paper of Rs.100/-.
11. The latest Income Tax assessment order and the Income Tax Clearance Certificate will accompany each tender. In case the Income of the supplier is not taxable, an affidavit to this effect may be attached to the tender.
12. **Subletting of Work:** The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of WBTDCL, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
13. Every tenderer should give a comprehensive rate as per specifications in **Financial Bid (Annexure III)**. The rates would be inclusive of GST or any other applicable Govt. taxes, Delivery charges, installation charges and incidental charges (wherever applicable). L1 bidder will be considered on the basis of total estimate.
14. WBTDCL reserves the right to accept whole or part of the tender.

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15. Tenders received after stipulated time and period for any reason will not be entertained in any circumstance.

SUPPLY/PENALTY/MISCELLANEOUS:

19. The supplier shall provide, furnish and deliver the supplies at the premises of mentioned tourist lodge within the specific time frame of this contract, unless it is terminated earlier. The nature of the equipment and description specified in the tender form hereto shall be taken as a part of this contract.
20. In case the equipment or any part found not as per specification or damaged and thereof has been rejected, WBTDCL shall not be required to assign or give any reason for such rejection and their decision shall be final. In case of any of the said equipment being rejected or not being supplied as aforesaid, WBTDCL shall be at liberty to purchase the same at the cost and expenses of the supplier and the supplier shall on demand, pay to WBTDCL all such extra costs, charges and expenses as shall or may be incurred or sustained in procuring the same and/or the extra amount spent by WBTDCL on account of such purchases, shall be deducted from the security/running bills.
21. The supplies must be accompanied with proper dated challans/advice mentioning therein separately, the quantity of ordered and quantity supplied in respect of each item.
22. The Guarantee/ Warranty card should be submitted in respect of each Mini fridge along with Bill, having the period of Guarantee/ Warranty, duly signed by the Agency/Company/Dealer.
23. In the event of failure on the part of the 'Supplier' to supply the equipment, in accordance with the specification and time notified and the conditions entered herein, WBTDCL shall have the right to make alternative arrangement at the cost and risk of the supplier. The supplier shall reimburse the extra cost to WBTDCL and in case of his failure to do so WBTDCL shall have the right to recover the amount from the security deposit of the supplier of any dues owed to the institute by the supplier. It should be clearly understood that WBTDCL's right and the supplier's obligation for compensation is not limited to the extent of security deposit and/or the dues owed and the Institute shall have the right to proceed against the supplier for the recovery of its claim in excess of the security deposit and/or the dues available with WBTDCL. WBTDCL has a right to withhold the Security

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Deposit and appropriate the same if need be until the dues of the supplier are fully settled.

24. The supplier shall not assign the present contract or in any manner allow any other person or persons to interfere in the Management or performance thereof, without the written permission of WBTDCL.

PAYMENT

25. No advance/part payment will be made. The payment will be released after completion of supply of the Mini fridges and making these MINI FRIDGES operational in the respective Tourist Lodge.
26. The bill for the supplies as aforesaid may be preferred by supplier on WBTDCL after the supply and successful installation/commissioning of the equipments, accessories and all other materials and proven performance proper execution of the supply. The bill should be made on proper printed bill with serial number and in no case on the letterheads. The bills should be submitted in triplicate along with duplicate challans having signature of concerned authorities of WBTDCL (in this case, the concerned TL Manager, Engineer, Architect/Contractor associated with a particular TL and/or any Authority designated by WBTDCL for the purpose). Upon receiving the bill WBTDCL will process the bill for payment subject to satisfactory certificate from the competent authority.
27. Any over payment of the Supplier's bills for the supplies made under these terms and conditions shall be recovered from the supplier's bills subsequently submitted for payment and if such over payments or any portion thereof or thereafter remitted by the supplier the amount so recovered will be refunded to the supplier. WBTDCL shall have the right to recover the overcharges, from the security deposit as well.
28. WBTDCL shall pay for such approved material as shall be supplied by the supplier and accepted by the said committee/officers for and on behalf of WBTDCL under or by virtue of these terms and conditions at the rates and prices which will be specified and contained in the Schedule after the tender has been approved.
29. TDS (Income Tax) would be deducted from the gross value of the bills as per rules.

VALIDITY

30. The rates should be valid for 1 year from the date of issuing of Work Order

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31. Maximum period for each tender that will hold well must be mentioned. The tender must hold good for at least six months after opening of the financial bid.

ADMIN ISSUES/CONFLICT/JURISDICTION:

32. In case of breach of any of the conditions stipulated herein WBTDCL shall be at liberty to terminate the contract without prejudice to the right of WBTDCL to claim damages on account of breaches thereof in the same manner as stated above.
33. The supplier shall not be directly concerned or in any way deal with the officers or other persons employed by or under the authority of WBTDCL in making the supplies hereby/contracted for, nor shall be the suppliers either directly or indirectly, give or promise to pay or give, or permitted to be given to any person or persons or in any department under WBTDCL, money or gratuity, fee or reward for any matter or thing or any way relating to the performance of the contract.
34. In the event of a dispute arising between the supplier and WBTDCL during the currency of the contract or after the conclusion thereof, the same shall be referred to the Sole Arbitration of the Chairman, WBTDCL or the Officer appointed by him and his award shall be final and legally binding on both the parties and there will be no objection to this effect that the officer who has been appointed by the Chairman is an employee of WBTDCL or that in course of his dealing with official matter he has expressed any opinion on this subject.
35. Subject to clause 27 above, the Courts at Kolkata alone will have jurisdiction.
36. The following terms used in the foregoing paragraphs shall have the meaning given against each: -
- 'WBTDCL' means 'West Bengal Tourism development corporation Ltd
 - 'Supplier' means the successful tenderer to whom the contract is awarded.
 - 'Contractor' means the successful tenderer to whom the contract is awarded.
 - 'Officer' means the officer named by the Managing Director, WBTDCL to receive and inspect the supplies.
 - 'Chairman' means the Chairman of WBTDCL

Signature of Tenderer with seal



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Annexure II A

WARRANTY FORM

The contractor/seller hereby declares that the goods/stores/articles sold to the buyer under this contract shall be of the best quality (and workmanship) and shall be strictly in accordance with the specifications and particulars contained/mentioned in the clause Hereof and the contractor/seller hereby guarantees that the said goods/stores/articles would continue to conform to the description and quality aforesaid for a period of days/months from the date of delivery of the said goods/stores/articles, if during the aforesaid period of days/months the said goods/stores/articles by discovered not to conform to the description and quality aforesaid or have deteriorated (and the decision of the Purchaser in that behalf will be final and conclusive) the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality. On such rejection the goods/articles/stores will be at the seller's risk and all the provisions herein contained relating to rejection of goods etc., shall apply. The contractor/seller shall, if so called upon during the warranty period, deliver prompt & immediate service to solve the problem occurred or replace the goods etc., or such portion thereof as is reported /rejected by the purchaser otherwise the contractor/seller shall pay to the Purchaser such damages as may arise by reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchaser in that behalf under this contract or otherwise.

Full Name/s
Address

Signature/s with seal

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INSTRUCTION TO BIDDERS

Technical Proposal:

The Technical proposal should contain scanned copies of the following

(a). Statutory Cover Containing the following Primary documents:

- Pre-qualification Application
- N.I.Q. (*download properly*). **The rate will be quoted** as per Price Schedule on the enclosed proporma under Financial Bid.
- NIT with Special terms & conditions and specification of works.

(b). Statutory Cover Containing the following Secondary documents:

- i. Professional Tax (P.T.) deposit receipt challan for the financial year 2017-18/18-19, Pan Card, IT, Saral for the Assessment year 2017-18/18-19, GST No.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Statutory audit report or Tax Audited Report in 3 CD/ 3 CA form along with Balance Sheet & Profit & Loss A/c. for the last 3 (*three*) years (year just preceding the current Financial Year will be considered as year - I)
- vi. 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.
- vii. Financial Statement.
- viii. Company Credentials - Work orders/Certificates/Completion Certificate/any other credential document, issued to the bidder in the letterhead/sealed documents by the appointing company / Government Departments/ PSUs at different point of his business tenure.
- ix. Product Brochure

Financial Proposal:

The Price Schedule duly filled in with your quote. To be submitted in separate and sealed covers

Managing Director
WBTDCL Ltd.

ANNEXURE III: FINANCIAL BID

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(In letterhead)

Quotation FOR SUPPLY & INSTALLATION OF MINI FRIDGE AT

Dighali Tourism Property (Formerly Digha Tourist Lodge)of WBTDCL

PRODUCT SPECIFICATIONS:

Requirement of Purchase:

Item Specifications	Delivery Place & Quantity	Quote (Rs)
		(Mentioning the Brand quoted for including period of Warranty/extended warranty)
Brand: Haier, Whirlpool, Blue Star, Voltus, godrej or similar reputed brands Capacity: 48 - 52 litre Grade: 3 - 5 star Direct cool Preferable dimension: 400X560X430mm (LXbXh)	Digha Quantity 17 Nos. (This may also include other Tourist Lodges of South Bengal, if and when required and/or as per decision of competent Authority)	

Full Name/s
 Company Name
 Address

Signature/s with seal

POINTS TO BE NOTED:

1. Quantity mentioned above are indicative and may alter(Increase/Decrease) as per requisition.
2. Items to be delivered & installed to the satisfaction of the Manager, in individual Tourist Lodges as per schedule.
3. Rates should include Procurement, Delivery, transportation, Installation and applicable GST.
4. Rates quoted to be valid for 1 year, i.e. till the validity of the Tender. The rates may be applicable for other Tourist Lodges of WBTDCL also in respective sector (North or South), in case of any requirement generation within this validity period.
5. Quality and make/brand cannot be altered once Work Order is accepted without approval from competent authority.
6. After Sales Service within the Warranty period should be ensured.
7. Decision of Management in this regard will be final



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**Managing Director
WBTDCL**

Annexure IV

(In Company Letterhead)

To
The Managing Director
WBTDCL Ltd
Kolkata

Sir

Letter of Work Acceptance

In reference to W.O. No. dt, I
hereby accept the job assigned as per the Terms, conditions, clauses and guidelines
including the Penalty issues mentioned in the Tender No.
.....

In case of any dispute, the decision of MD, WBTDCL will be final and binding on us and
I/we would accept any decision taken by the management of WBTDCL.

Thanking you

Yours faithfully

(Name, Company Name, Seal & Signature with date)

Sd/-
MANAGING DIRECTOR
WBTDCL LTD.