



WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

68, KSHUDIRAM BOSE SARANI, BELGACHIA, KOLKATA - 700 037, PHONE : 2556-3123, FAX : 91-033-25571986
Gram : vetuniv + E-mail : wbuafs1995@gmail.com

Prof. S. S. Dana
Registrar [acting]

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Log-on for submission: <http://www.wbtenders.gov.in>
University Website: <http://www.wbuafscl.ac.in>

SET OF TENDER PAPERS

Each set contains:-

- (1) Application Form.
- (2) Detailed Tender Notification Along With Site Details.
- (3) Terms & Conditions for Submission of Tender.
- (4) Check List.

- **LAST DATE FOR ONLINE SUBMISSION OF BID: 19th Oct,17 UP TO 5 PM**

(Prof. S. S. Dana)
Registrar (Actg.)



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Memo No. WBUAFS/Admn/ET(17-18)/2165

Date. 20.09.2017

E-TENDER NOTIFICATION

e NIT NO : WBUAFS/ADMN/ET-004/2017-18

Registrar, West Bengal University of Animal & Fishery Sciences invites open e-tender from the reputed, experienced reliable, bonafide Service Providers having experience of minimum 5 years in sweeping & cleaning for the following *Annual Maintenance for Sweeping & cleaning of Offices, Laboratories, Corridors, premises including cleaning of toilets maintaining health conditions and all pathways & approach road at three (03) Campus of this University*. The work includes removal of Sweepings & waste papers from waste paper baskets of each room, cleaning of grills & window glasses, cleaning of suits etc. during the year **Nov,2017 to Oct,2018** of West Bengal University of Animal and Fishery Sciences (WBUAFS) Kol- 37. **The last date for submission of online e-tender is 19th Oct, 2017 upto 5.00 p.m.**

- Name & Address of the site: West Bengal University of Animal & Fishery Sciences.
 - Faculty of Vety & Animal Sciences, Mohanpur, Nadia.
 - Faculty of Dairy Technology, Mohanpur, Nadia.
 - Faculty of Vety. & Animal Sciences, Belgachia, Kol – 37.
 - Faculty of Fishery Sciences, Chakgaria, Kolkata.

2. Details of Work :

Sl. No.	Name of the work	Period	Remarks
1	Annual Maintenance for sweeping and cleaning at Mohanpur Campus.	Nov 2017 to Oct 2018	See Table -I
2	Annual Maintenance for sweeping and cleaning at Chakgaria Campus.	Nov 2017 to Oct 2018	See Table –II
3	Annual Maintenance for sweeping, cleaning at Belgachia Campus.	Nov 2017 to Oct 2018	See Table - III

Table –I

Sl. No.	Name of the Building	Number of Rooms (approx)	Number of Toilets (approx)	Requirement - 1
01	Old Anatomy	18	6	Cleaning of drains, internal roads, dustbin and toilets.
02	Birla Building	32	7	All rooms, corridors, staircase, toilets and approach road / pathway in front of the premises
03	Research Building	48	10	Do

04	Old Medicine Building	48	8	Do
05	Clinical Complex / Building	51	8	Do
06	Girls' Hostel	22	7	Cleaning of drains, internal roads, dustbin and toilets.
07	S N Bose Hall	90	26	Cleaning of drains, internal roads, dustbin etc.
08	A P C Hostel	94	38	Cleaning of drains, internal roads, dustbin etc.
09	Mohini Guest House & Poultry Complex.	12	12	All rooms, corridors, staircase, toilets and approach road / pathway in front of the premises
10	Dairy Technology	93	8	All toilets and approach road / pathway in front of the premises
11	C. V. Raman Building			All rooms, corridors, staircase, toilets and approach road / pathway in front of the premises
12	Marie Curie Hostel			Do
13	Vety. Pharmacy Student's Hostel			Do
14	Fish Farm Complex			Do

NB:- The work includes removal of sweepings & waste papers from waste paper baskets of each room, cleaning of grills & window glasses, cleaning of suits etc. Frequency of works of office buildings are 05 days in a week and Frequency of works of all hostels, Clinical Complex (Hospital) & Guest house are 07 days in a week.

Table -II

<i>Sl. No.</i>	<i>Works</i>	<i>Frequency of works</i>	<i>Place of works</i>
01	All rooms, corridors, staircase, toilets and approach road / pathway in front of the premises	5 days in a week	Whole Administrative cum Academic Building
02	Cleaning of the Departmental premises	5 days in a	Dept. of Fishery Resource
03	Cleaning of the Departmental premises	5 days in a	Dept. of Fish Processing
04	Cleaning of Dean's Chamber and office premises including toilets.	5 days in a week	Dean's Office
05	All rooms, corridors, staircase, toilets and approach road / pathway in front of the premises	7 days in a week	P. G. Hostel (Boys)
06	All rooms, corridors, staircase, toilets and approach road / pathway in front of the premises Auditorium	5 days in a week	Mess, Guest House and Auditorium of the Faculty

NB:- The work includes removal of Sweepings & waste papers from waste paper baskets of each room, cleaning of grills & window glasses, cleaning of suits etc.

Table -III

Sl. No.	Works	Frequency of works	Place of works
01	All rooms, corridors, staircase, and toilets of all buildings under the WBUAFS at Belgachia Campus	05 days in a week	Whole Campus of 37 & 68 K.B. Sarani , Belgachia Campus
	All rooms, corridors, toilets of Clinical complex (Hospital)	07 days in a week.	

NB:- The work includes removal of Sweepings & waste papers from waste paper baskets of each room, cleaning of grills & window glasses, cleaning of suits etc.

3. Controlling Officer: Registrar, West Bengal University of Animal & Fishery Sciences.
4. Contact Number : 033 2556 – 3123.

Detailed particulars may be obtained from the website <http://www.wbtenders.gov.in> from **25th September,2017** also be viewed from the Website <http://wbuafsc.ac.in>.

Each tender must be supported by:-

- a) Each Tender, unless the Bidder is exempted under the existing orders of the Govt. of West Bengal or Govt. of India, will have to be deposit **Earnest Money (Refundable as per rules) amounting to Rs.15,000/- (Rupees fifteen thousand) only in form of Demand Draft drawn in favour of “West Bengal University of Animal & Fishery Sciences” payable at Kolkata.**
- b) Each Bidder will have to be deposit Cost of Tender value (**Non- Refundable**) amounting to **Rs. 1,000/- (Rupees one thousand) only in form of Demand Draft drawn in favour of “West Bengal University of Animal & Fishery Sciences” payable at Kolkata.**
- c) In case exemption for submission of EMD is claimed, relevant document in this respect valid up to 31.03.2017 shall be uploaded.
- d) Scanned Original PAN Card
- e) Scanned Original License (valid up to 31.3.2017).
- f) Scanned Original GSTIN Registration Certificate issued by appropriate authority.
- g) Application Form in Annexure-I [Rate in BOQ should not be indicated in the Application, Disclosure of Rate anywhere other than BOQ will be a disqualification & such tender will be rejected].
- h) Up-to-date Balance Sheet, Receipt Payment Statement & Income-Expenditure Statement of the bidder duly authenticated by any Registered Chartered Firm should be scanned & uploaded in the prescribed e-tender portal.
- i) Terms & conditions for submission of tender to be duly signed & stamped and have to be scanned & uploaded as a token of acceptance in the prescribed e-tender portal.

- j) All the submitted documents should bear Page number & must be indicated in the CHECK LIST.

N.B.: AGENCIES HAVING EXPERIENCE NIL WILL NOT BE CONSIDERED.

No Tender will be accepted, if the same is not supported with all the above documents. The OFFERED RATE SHOULD BE VALID for **One Year** but the period may be extended or curtailed at the discretion of the undersigned/Tender Committee & requirement.

On-line submission of tender will start from 2 pm on 25th September, 2017. The last date of submission of tender is 19th Oct,2017 up to 5.00 p.m. The technical bid will be opened on 23rd Oct, 2017 at 11.30 am. The date of opening of financial bid will be notified later on.

The bidder must abide by the enclosed terms & conditions as laid down by this University.

IMPORTANT: *BEFORE QUOTING RATE INTERESTED PARTIES WILL HAVE TO CONTACT THE REGISTRAR, WBUAFS FOR INSPECTION TO THE SITE TO GET A CLEAR IDEA ABOUT THE JOB TO BE UNDERTAKEN. THE BIDDERS MUST ABIDE BY THE ENCLOSED TERMS OF CONTRACT AND NO DEVIATION WILL BE ALLOWED IN ANY SITUATION. **RATE SHOULD BE QUOTED MONTHLY WISE.**

* **Duration :** For one year and it may be extended if the agency discharges his contract satisfactorily.

* The following articles will be supplied from the end of the University, **(Annexure – II)**. Rate should be quote accordingly.

** Rate should be quote inclusive all for whole job monthly basis.



(Prof. S. S. Dana)
Registrar (Actg.)



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Terms & Conditions

For submission of BID against N.I.T. No. WBUAFS/ADMN/ET-004/ 2017-18

1. MINIMUM ELIGIBILITY CRITERIA

- a. The bidder should be sound financially. His average Annual Turnover taking into account all sources of income, should not be less than Rupees Twenty Lakhs.
- b. Has the experience of performing same type of job of Sweeping & Cleaning with minimum 30 (Thirty) heads in a single contract during last 3(three) years in State/Central Govt./Semi Govt./Govt. Undertaking/ Autonomous body. He should submit the list of clients & Payment Certificates. Agencies having nil experience will not be considered for offering work order.
- c. Sweeping & Cleaning Personnel having sound physique & possessing good moral character should be ensured.
- d. The successful agency shall be responsible for production of all statutory registers (including Daily Attendance) with updated data as & when required by the authority.

2. EARNEST MONEY DEPOSIT & OTHER FEES

- i. Each Tender, unless the Bidder is exempted under the existing orders of the Govt. of West Bengal or Govt. of India, will have to be deposit Earnest Money amounting to Rs.15,000/- (Rupees fifteen thousand) only in form of Demand Draft drawn in favour of "West Bengal University of Animal & Fishery Sciences" payable Kolkata.
- ii. The Earnest Money Deposit shall not carry interest. This university is not liable for deposition of excess of Earnest Money.
- iii. Earnest Money deposited before the date of issue of this N.I.T. will not be accepted. Earnest Money Deposit of previous tender will not be adjusted/ considered for this tender.
- iv. The onus of proving that a Bidder is exempted from depositing Earnest Money will be on the Bidder & must be proved by submission of valid documents to that effect e.g., Co-operative Societies of this State should furnish Registration Certificate from the State Register of Co-Operative Societies.
- v. Earnest Money will be released after finalization of tender as in the following cases:-
 - a) Tender documents which are not valid or selected.

- b) Since a panel of two tenderers quoting Rate(s) lowest one and second lowest, is to be prepared, their Earnest Money Deposits will be retained for 6 (Six) months from the date of approval of Lowest Rate . For such retention no interest will be payable.
- c) In other cases, it will be released in due course.

3. TENDER PRE-REQUISITES

- (i) Scanned ORIGINAL PAN, License for Sweeping & Cleaning Private Agency, GSTIN Registration Certificate (all valid up to 31.3.2018) is to be furnished along with tender.
- (ii) Bidders, if they do not furnish GSTIN Registration Certificate along with offer, must have to furnish the same at the time of receiving payment against bill otherwise payment will not be made.
- (iii) Duly certified copy of English version of pre-requisites as in are to be furnished.
- (iv) Original Trade License/GSTIN Registration Certificate, Exemption Certificate or any other document are required to be furnished for examination when called for.
- (v) Documents in support of performing same type of job employing of minimum 30(thirty) heads in single contract in the last 3 (three) years in State/Central Govt./ Undertaking/Autonomous body along with name of the clients. Agencies having nil experience will not be considered.
- (vi) Attested copy of up-to-date Balance Sheet, Receipt Payment Statement & Income-Expenditure Statement of the bidder duly authenticated by any Audit Firm showing annual turnover not less than Twenty lakhs.
- (vii) This tender schedule is to be uploaded duly signed in all pages with tender as a token of acceptance.
- (viii) All the submitted documents should bear Page number & must be indicated in the CHECK LIST.

4. SERVICE CHARGE

- (i) Abnormally low rate quoted by a bidder with some malafide intention will not be accepted, if detected.

5. VALIDITY

- I. The period of contract will be for one years. The period of contract may further be extended at the discretion of the undersigned after expiry of contract. In case of poor performance the undersigned shall be at liberty to terminate/ curtail the contract at any point of time without any prejudice.
- II. Rate quoted shall hold well for twelve months from the date of approval of rate by the Tendering Authority and/or any extended period, if situation arises & any refusal will be dealt with as per Tender Rule.
- III. Accepted rate as quoted by the tenderer/agencies shall remain valid for the entire period in case the tender is further extended.

5. AGREEMENT

The Successful Bidder will have to enter into a contractual agreement with the Govt. in the standard format embodying the tender terms & conditions in Non-Judicial Stamp Paper worth Rs.50/- (Rupees fifty) only.

7. SECURITY MONEY DEPOSIT

- (i) The Successful Bidder will have to deposit **Security money 10% of Quoted value.** the date of issue of order failing which the order will be cancelled along with forfeiture of Earnest Money Deposit and no further correspondence will be entertained.
- (ii) The Security Money may not carry interest. This university is not liable for deposition of excess Security Money. Partial Deposit/ adjustment with previous deposit (s) will not be accepted.
- (iii) Security Money will be refunded after satisfactory completion of work. No proportionate refund of Security Money will be allowed.

8. PENAL MEASURE

- (i) In case of poor performance the undersigned shall be at liberty to terminate/curtail the contract at any point of time without any prejudice.

9. SUBMISSION OF TENDER

The tender is to be submitted in two bid system, one Technical Bid & other Financial Bid. The documents will get encrypted (transformed into non-readable formats).

A. TECHNICAL PROPOSAL: "BID-A": The Technical proposal should contain scanned copies of the following documents in two covers.

(1) **STATUTORY COVER** containing the following documents:-

1	Scanned paid Demand Draft of Tender Fee And Earnest money deposit
2	Check List in the prescribed format.
3	Application in the prescribed format given in Annexure I.
4	Copy of NIT & terms & conditions duly digitally signed

(II) **NON-STATUTORY COVER/ MY SPACE** containing the following documents:

Sl.	Category	Sub Category Description
1	CERTIFICATES- ✓ All certificates are to be furnished in English Vernacular ✓ Affidavits are not valid. ✓ Scanned original copy.	i) PAN Card of the authorized signatory. ii) GSTIN Registration certificate up to 31.3.2018. iii) Credential showing employing of minimum 30 (Thirty) sweeping & Cleaning personnel in a single contract. iv) Credential showing Turnover of Twenty lakh issued by competent authority as described in the N.I.T.
2	COMPANY DETAILS Scanned original copy	i) License for carrying business in Private Security Agency issued by competent authority valid up to 31.3.2018.

N.B.: ALL STATUTORY & NON-STATUTORY DOCUMENTS ARE REQUIRED TO BE FURNISHED IN ORIGINAL AS & WHEN ASKED FOR.

B.FINANCIAL COVER: “BID- B”:

- **BOQ:**
 - a. Rate should be quote as per NIT and BOQ. If any clarification Please contact the authority before quoting rate .

10. DATES & INFORMATION

Sl.	Activity	Date, Time & Venue
1.	Date of Publishing of N.I.T. & other Documents (On-line)	23.09.2017 at 2 pm
2.	Starting Date of Downloading Documents (On-line)	23.09.2017 at 2 pm
3.	Bid submission date (On-line)	25.09.2017 at 2 pm onwards.
4.	Date of hosting of documents at departmental Website	22.09.2017 at 2 pm
5.	Date of Pre-bid Meeting at the office of the Undersigned	11.10.2017 at 2 pm
6.	Closing date of downloading documents & on-line bid submission	19.10.2017 up to 5 pm
7.	Bid opening date for Technical bid (On-line)	23.10.2017 at 11.30 am onwards
8.	Date of uploading list for Technically Qualified Bidder(On-line)	To be notified later on
9.	Date for opening of Financial bid (On-line)	To be notified later on
10.	Date of uploading of list of Bidders along with the approved rate	To be notified later on.

THE UNDERSIGNED RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE & NOTICE BOARD.

11. GENERAL

- (i) The name, complete profile of Sweeping & Cleaning Personnel along with recent color photograph and full address of the personnel to be put on duty in each shift shall have to be communicated to the head of establishment of this University.
- (ii) There will be no employer-employee relationship between the authority and the personnel to be provided by the successful bidder.
- (iii) The authority will not be have any liability whether Civil or Criminal offence/ activity, if performed, by the engaged clinical / sweeping personnel.

- (iv) The University will not be held responsible for any mishap of whatever nature it may be viz. death by snake biting, drowning, lightning etc. to the employed staff of the successful party while in duty.

11. PAYMENT

- (i) No advance payment (Part or full) will be entertained in any case.
- (ii) Tax Invoice is to be sent in TRIPLICATE along with relevant order, if any, after completion of every month addressed to the Registrar, WBUAFS for making payment.
- (iii) Periodical inspection/ surprise visits will be carried out by the Officers authorized for checking performance of the agency during the tenure. The payment will be released after inspection of the area proposed for protection.
- (iv) Payment shall be made on monthly after executing the order satisfactorily in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. In no circumstances, duties should be affected and or linked with the payment of outstanding bills. The payment of bills shall be withheld, in case of violation of any tender terms & conditions.



(Prof. S.S.Dana)
Registrar (Actg.)

CHECK – LIST

**Information about Bidders
(To be furnished On-line with the Technical bid)**

Sl No.	Description	Particulars	Page Number
1.	Name of the Firm		
1. (a)	Registered Address with PIN, Phone No., E-mail, FAX etc.		
(b)	Sole Owner or Partnership Firm.		
3.	Name of the Person authorized to enter into & execute Contract Agreement		
4.	Earnest Money, whether submitted, if not attested copy of Exemption Certificate attached.		
5.	Scanned Original PAN Card whether uploaded.		
6.	Scanned Original GSTIN Registration Certificate whether uploaded.		
7.	Scanned Original Trade License whether uploaded.		
8.	Copy of Terms & Conditions of the Tender duly signed in each page whether enclosed.		
9.	Scanned Original Documentary Evidence in support of employing 100 heads in a single contract in a Govt./Undertaking/Autonomous body whether uploaded.		
10.	List of Clients whether uploaded.		
11.	Scanned Original Documentary Evidence in support of prescribed Annual Turnover issued by competent authority whether uploaded.		

ANNEXURE-I

Application Format

(To be furnished in the Company's Official Letter Head Pad with full Address with contact no. Telephone no. FAX No., e-mail Address, Website etc.)

Ref. No. -----

Dated.....

To
The Registrar,
West Bengal University of Animal & Fishery Sciences
68, K.B. Sarani
Kolkata-700037

Sub: NIT for sweeping & cleaning at three (03) Campus of the University for the year 2017-2018

Sir,

With reference to your online WBUAFS/ADMN/ET-004/2017-18 dated , 2017, I / We.....the Proprietor/Authorised Nominee/s (of the Firm) are hereby furnishing my/our rates for the item tendered for, as per your specification, terms & conditions to the West Bengal University of Animal & Fishery Sciences for the year 2017-18.

Should this tender be accepted, I/We hereby agree to abide by & fulfil all the terms & conditions laid down in the online N.I.T. and the particulars available in the Tender Notice & the details given in the specification/ Description or in default thereof to forfeit & pay the Governor of the state of West Bengal, or his successor in office the penalties/sums/or of money that may be imposed by the West Bengal University of Animal & Fishery Sciences, the earnest money deposited herewith or from other money deposited by me/us or from the bills that will be payable to me/us for the supplies to be made.

I/We also agree that the decision of the Registrar, West Bengal University of Animal & Fishery Sciences in all matters in respect of this online tender will be final & binding on me.

I/We also agree to execute on being called upon to enter into a formal agreement embodying the terms & conditions contained herein &/or on usual terms & conditions & on default on my/our doing so, the Earnest Money deposited by me/us will liable to be forfeited.

I am/We are well acquainted with the facts about the firm and the information provided in the tender is true & correct.

Yours faithfully,

Date:

Signature & office seal:

Name of the Firm:

Address with PIN:

ANNEXURE-II

The following articles will be supplied from the end of the In-Charge, Mohanpur Campus

1. Phenyl.
2. Acid.
3. Naphthalene.
4. Toilet Cleaning Brush.
5. Floor Cleaning Mop.
6. Floor Wiper.
7. Broom Stick (Jhata)
8. Jharu.
9. Full Jharu.