



## 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](mailto:wbuafs1995@gmail.com)

Prof. S. S. Dana  
Registrar [acting]

E-Tender Helpdesk: (033) [2546-9768](tel:2546-9768)  
Tele-fax: (033) 2556-3123 E-MAIL: [drsouravchandra1@gmail.com](mailto:drsouravchandra1@gmail.com)  
Log-on for submission: <http://www.wbtenders.gov.in>  
University Website: <http://www.wbuafscl.ac.in>

**WBUAFS/ADMN/ET-019/2017-18**

### **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: 06<sup>th</sup> April,18 UP TO 5 PM**

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



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Memo No. WBUAFS/Admn/ET(17-18)/380

Date. 14.03.2018

### E-TENDER NOTIFICATION

**e NIT NO : WBUAFS/ADMN/ET-019/2017-18**

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 Jungle Cutting & Gardening for the following *Annual Maintenance for Gardening, Jungle cutting, disposal of waste/garbage & Campus cleaning including the premises of students' hostels, Office buildings at two ( 02 ) campuses* during the year **April,2018 to March,2019** of West Bengal University of Animal and Fishery Sciences (WBUAFS) Kol- 37. **The last date for submission of online e-tender is 06<sup>th</sup> April, 2018 upto 5.00 p.m.**

1. Name & Address of the site: West Bengal University of Animal & Fishery Sciences.
  - a) Faculty of Vety & Animal Sciences, Mohanpur, Nadia.
  - b) Faculty of Dairy Technology, Mohanpur, Nadia.
  - c) Faculty of Vety. & Animal Sciences, Belgachia, Kol – 37.

2. Details of Work :

| Sl. No. | Name of the work   | Period                   |
|---------|--|--------------------------|
| 1.      | Development of gardens & Lawns at Specified location including maintenance, watering of plants & lawns, cutting of jungles, bushes & trimming of branches of trees periodically when necessary including disposal of them, and removal of broken / fallen tree at <b>Mohanpur Campus</b> .<br><br>Disposal of kitchen wastes ( from hostels) & garbage, cleaning of VATS regularly.  | April,2018 to March,2019 |
| 2.      | Development of gardens & Lawns at Specified location including maintenance, watering of plants & lawns, cutting of jungles, bushes & trimming of branches of trees periodically when necessary including disposal of them, and removal of broken / fallen tree at <b>Belgachia Campus</b> .<br><br>Disposal of kitchen wastes ( from hostels) & garbage, cleaning of VATS regularly. | April,2018 to March,2019 |

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 **15<sup>th</sup> March , 2018** also be viewed from the Website <http://wbuafscl.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 31.03.2018 shall be uploaded.
- d) Scanned Original PAN Card
- e) Scanned Original License (valid up to 31.3.2018).
- 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 15<sup>th</sup> March, 2018. The last date of submission of tender is 6<sup>th</sup> April,2018 up to 5.00 p.m. The technical bid will be opened on 9<sup>th</sup> April, 2018 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.**

(-4-)

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

\* No articles will be supplied from the end of the University Rate should be quote accordingly.

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



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

Memo No. WBUAFS/Admn/ET(17-18)/ 380/1(13)

Date.14.03.2018

**Copy forwarded for information and wide circulation to:**

- 1) The Hon'ble Vice-Chancellor, WBUAFS, Kolkata -37
- 2) The Finance Officer, WBUAFS, Kolkata – 37.
- 3) The Dean, Faculty of \_\_\_\_\_, WBAUFS, Kolkata-37,
- 4) The DSW, WBUAFS, Kolkata-37
- 5) The DREF, WBUAFS, Kolkata-37
- 6) The Controller of Examination, WBUAFS, Kolkata-37
- 7) The Finance Officer, WBUAFS, Kolkata-37
- 8) The Campus In-Charge, Mohanpur, WBUAFS.
- 9) The In-Charge, University Website.
- 10) The Dy. Registrar, WBUAFS.,
- 11) Office Copy.



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### **Terms & Conditions**

For submission of BID against N.I.T. No. WBUAFS/ADMN/ET-019/ 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 10 (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   | <b>CERTIFICATES-</b><br>✓ All certificates are to be furnished in English Vernacular<br>✓ Affidavits are not valid.<br>✓ Scanned original copy. | i) PAN Card of the authorized signatory.<br>ii) GSTIN Registration certificate up to 31.3.2018.<br>iii) Credential showing employing of minimum 30 (Thirty) sweeping & Cleaning personnel in a single contract.<br>iv) Credential showing Turnover of Twenty lakh issued by competent authority as described in the N.I.T. |
| 2   | <b>COMPANY DETAILS</b><br>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)          | 15.03.2018 at 2.00 pm          |
| 2.  | Starting Date of Downloading Documents (On-line)                  | 15.03.2018 at 2.00 pm          |
| 3.  | Bid submission date (On-line)                                     | 15.03.2018 at 2 pm onwards.    |
| 4.  | Date of hosting of documents at departmental Website              | 15.03.2018 at 2.00 pm          |
| 5.  | Date of Pre-bid Meeting at the office of the Undersigned          | 20.03.2018 at 1.00 pm          |
| 6.  | Closing date of downloading documents & on-line bid submission    | 06.04.2018 up to 5.00 pm       |
| 7.  | Bid opening date for Technical bid (On-line)                      | 09.04.2018 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 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)**

| <b>SI No.</b> | <b>Description</b>  | <b>Particulars</b> | <b>Page Number</b> |
|---------------|---|--------------------|--------------------|
| 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 Jungle Cutting & Gardening at two (02) Campus of the University for the year 2017-2018**

Sir,  
With reference to your online WBUAFS/ADMN/ET-019/2017-18/ 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: