



WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

68, Kshudiram Bose Sarani, Belgachia, Kolkata-700 037
email: wbuafs1995@gmail.com, registrar.wbuafs@gmail.com

Prof. Partha Das, Ph.D.
Registrar (Actg.)

Memo No. WBUAFS/Admn/ET(23-24)/Pt-II/567

Date: 15.03.2024

E-Tender Helpdesk: (033) 2546-9768

Tele-fax: (033) 2556-3123 E-MAIL: drsouravchandra1@gmail.com

Log-on for submission: <http://www.wbtenders.gov.in>

University Website: <http://www.wbuafscl.ac.in>

NOTICE INVITING e-TENDER e-NIT No - WBUAFS/ADMN/ET-093/2023-2024

The Registrar, West Bengal University of Animal & Fishery Sciences invites open e-tender for preparing the rate schedule of Stationary and consumable items under West Bengal University of Animal & Fishery Sciences from Manufacturers / Authorized Distributors/ Dealers/ agencies/ bidders/ suppliers having desired Prequalification eligibility credential for execution of supply and satisfactory delivery.

Detailed particulars may be obtained from the website <http://www.wbtenders.gov.in> and also be viewed from the University Website <http://wbuafscl.ac.in>.

Last date & time of submission of bid electronically, is on 25.03.2023 at 09.00 Hours IST.

1. Name & Address: West Bengal University of Animal & Fishery Sciences, WBUAFS (Faculty of Veterinary & Animal Sciences, Faculty of Dairy Technology, Faculty of Fishery Sciences)
2. Controlling Officer: Registrar, West Bengal University of Animal & Fishery Sciences, Kolkata- 700 037
3. Contact Number: 033 2556 – 3123.
4. Before quoting rate interested parties should contact the PI for inspection to the site to get a clear idea about the job to be undertaken before submitting the financial quote. The bidders must abide by the enclosed terms of contract and no deviation will be allowed in any situation.
5. **Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e Procurement Portal**
 1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScript/TCS.
 2. Bidder then logs into the portal giving user id / password chosen during enrollment.
 3. The e-token that is registered should be used by the bidder and should not be misused by others.
 4. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.

5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
12. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
13. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
14. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
15. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
16. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
17. At the time of freezing the bid, the eProcurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
18. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
19. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
20. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected

21. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
22. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
23. During transamination of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
24. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).
6. **Earnest Money (EMD): - EMD should be receipt and refunds online mandatory vide Memorandum No 3975-F(Y) dated 28.07.2016 issued by Finance Department, Govt. of West Bengal.**

In the event of e-filling, intending bidders may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Completed bids, digitally signed, have to be uploaded in the same website. Payment for earnest money of Rs. 20,000.00 (Rupees twenty thousand) only amount only to be made either by Net Banking through ICICI Bank Payment Gateway or through RTGS/NEFT as detailed below:

 - a) Payment by NET Banking (any listed bank) through ICICI Bank Payment Gateway:
 - i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v) If the transaction is failure, the bidder will again try for payment by going back to the first step.
 - b) **Payment through RTGS/NEFT:**
 - i) On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filledchallan having the details to process RTGS/NEFT transaction.
 - ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT paymentusing his Bank Account.
7. **Refund/Settlement Process for EMD:** Online Receipt and Refund of Earnest Money through State Govt. E-bid Portal: Please follow G.O. No. 3975-F(Y) dated 28.07.2016 available in www.wbfin.nic.in.
8. **Additional performance Security:** Additional Performance Security @10% of the tendered amount shall be obtained from the successful bidder in the accepted bid value is 80% or less of the Estimate put to tender followed by the order no 4608-F(Y) dated 18th July, 2018, Finance Department, Government of West Bengal.

9. **Liquidated Damage:** All contracts should have a provision for recovery of liquidated damages for default on the part of the contract or unless any special instructions are issued by the "Competent Authority" as per provision vide order no 10500-F Dated, Kolkata, the 19th November, 2004 issued by Finance Department Govt. of West Bengal.
10. **Acceptance of tender:** Acceptance of Tender will be followed as per Finance Department order No 2320-F(Y) Dated, 7 June, 2022

11. GROUNDS FOR SUSPENSION AND DEBARMENT

- i. Submission of eligibility requirements containing false information or falsified documents.
- ii. Submission of Bids that contain false information or falsified documents, or the concealment of such information in the Bids in order to influence the outcome of eligibility screening or any other stage of the bidding process.
- iii. Unauthorised use of one's name/digital signature certified for purpose of bidding process.
- iv. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favour.
- v. All other acts that tend to defeat the purpose of the competitive bidding such as lodging false complaints about any bidder, posting baseless allegation about any officer duly authorised by the Department, restraining any interested bidder to participate in the bidding process etc.
- vi. Refusal to accept an award after issuance of 'Letter of Acceptance' or enter into contract with the Government without justifiable cause.
- vii. Refusal or failure to post the required performance security/earnest money within the prescribed time without justifiable cause.
- viii. Subcontracting of the contract or any part thereof without prior written approval of the procuring entity.
- ix. Failure solely due to fault or negligence of the Contractor, to mobilize and start work within the specified period as mentioned in the 'Letter of Acceptance' / 'Letter of Acceptance cum work Order' / 'Work Order' / 'Notice of Process' / 'Award of Contract' etc. ultimately resulting in rescindment of contract.
- x. Failure to fully and faithfully comply with the contractual obligations without valid cause, or failure to comply with any written lawful instruction of the procuring entity or his representative(s) pursuant to the implementation of the contract, ultimately resulting in rescindment of contract.
- xi. For the procurement of goods, unsatisfactory progress in the delivery of the goods by the manufacturer, supplier or distributor arising from his fault or negligence and / or unsatisfactory or inferior quality of goods, vis a vis as laid down in the contract.
- xii. Refusal or failure to upload a self-declaration in specimen format of Form-4 to the effect of any previous debarment imposed by I&WD, any other Department of State Government and or Central Government.
- xiii. Wilful or deliberate abandonment or non-performance in a project or contract by the contractor / suppliers resulting to substantial breach thereof without lawful and / or just cause(s).

12. Activities:

Sl. No	Activities	Date & Time
1.	e-tender Publishing Date	16.03.2024 at 09.00 Hrs
2.	Document Download start date	17.03.2024 at 09.00 Hrs
3.	Bid submission start date	17.03.2024 at 17.00 Hrs
4.	Bid submission end date	25.03.2024 at 09.00 Hrs
5.	Technical Bid opening date	27.03.2024 at 09.00 Hrs and onwards
6.	Technical Bid opening Summary sheet (TBO) containing Preliminary Technical Bid Evaluation Summary uploading date	To be notify later
7.	Uploading Technical Bid Evaluation Sheet (TBE)	-do-
8.	Financial Bid opening date	-do-
9.	Uploading of Financial Bid evaluation sheet	-do-
10.	Uploading of the Letter of Invitation / Acceptance LOI/LAO	-do-
11.	Uploading of Award of Contract (AOC) (Supply order/ Work Order)	-do-

13. List of the items

Sl. No.	Item	Unit	Specification / Presentation
1	Toilet Cleaning Acid	(5 Litre Jar)	Reputed Brand
2	Phenyl Black	(5 Litre Jar)	Reputed Brand
3	Phenyl white	(5 Litre Jar)	Reputed Brand
4	Paper (A4, 75 GSM)	Per Ream	Reputed Brand
5	Phul Jharu (Plastic)	Per Pc	Reputed Brand
6	JhulJharu (Plastic)	Per Pc	Reputed Brand
7	Bleaching powder (25 kg bag)	Per Pc	Reputed Brand
8	Phenol (Carbolic Acid) (1 Litre Bottle)	Per Pc	Reputed Brand
9	Detergent (1 kg bag)	Per Pc	Reputed Brand
10	Naphthalene(1 kg bag)	Per Pc	Reputed Brand
11	Sholar Jharu	Per Pc	Reputed Brand
12	Mopper	Per Pc	Reputed Brand
13	Wiper	Per Pc	Reputed Brand
14	Comod Brush	Per Pc	Reputed Brand
15	Basin Brush	Per Pc	Reputed Brand
16	Plastic dustbin with cover (small size: 12 Litre)	Per Pc	Reputed Brand
17	Plastic dustbin with cover (Big size: 45 Litre)	Per Pc	Reputed Brand
18	Plastic Bucket (14 Litre Capacity)	Per Pc	Reputed Brand
19	Plastic Mug	Per Pc	Reputed Brand
20	Good Night oil	Per Pc	Reputed Brand
21	Jems Clip (steel: Normal)	Per Box	Reputed Brand
22	Battery AA	Per Dozen	Reputed Brand
23	Battery AAA	Per Dozen	Reputed Brand
24	Room Freshener	Per Pc	Reputed Brand
25	High Lighter Pen	Per Pc	Reputed Brand
26	Stapler Pin (HD 10)	Per box	Reputed Brand
27	Permanent Marker	Per Pc	Reputed Brand
28	Scissor 8.5"	Per Pc	Reputed Brand
29	Tissue Paper Roll (125mtr.)	Per Roll	Reputed Brand
30	Black Hit 625ml.	Per Pc	Reputed Brand
31	Projector Screen 6 x 4	Per Pc	Reputed Brand
32	Water Bottle 1ltr.	Per Pc	Reputed Brand
33	Steel Scale 24"	Per Pc	
34	Steel Scale 12"	Per Pc	Reputed Brand
35	Self ink stamp	Per Pc	Reputed Brand
36	Plastic Tub (22")	Per Pc	Reputed Brand
37	Padel Dustbin (20ltr.)	Per Pc	Reputed Brand
38	Aluminium Foil (56mtr.)	Per Meter	Reputed Brand
39	Electric Heater (110wt.)	Per Pc	Reputed Brand
40	Liquid Detergent	Per Litre	Reputed Brand
41	Scotch Bite	Per Pc	Reputed Brand
42	Soap	Per Pc	Reputed Brand
43	Whitener Pen	Per Pc	Reputed Brand
44	Board Pin	Per Box	Reputed Brand
45	USB Mouse	Per Pc	Reputed Brand
46	Single puncher	Per Pc	Reputed Brand
47	Herpic big size 1 L	Per Pc	Reputed Brand
48	Cotton duster	Per dozen	Reputed Brand
49	Cover file with print	Per dozen	Reputed Brand
50	Wood Pencil	Per dozen	Reputed Brand

51	Eraser small size	Per dozen	Reputed Brand
52	Cup Plate (La o pola) 6+6	Per Box	Reputed Brand
53	Spoon Big	Per dozen	Reputed Brand
54	Tea spoon	Per dozen	Reputed Brand
55	Fevistick 25 gm	Per dozen	Reputed Brand
56	Fevistick 15gm	Per dozen	Reputed Brand
57	Stamp Pad	Per dozen	Reputed Brand
58	Plastic folder	Per dozen	Reputed Brand
59	Pen (Good Quality)	Per dozen	Reputed Brand
60	Stapler Big	Per Pc	Reputed Brand
61	Stapler small	Per Pc	Reputed Brand
62	Binder Clip : Big	Per Box	Reputed Brand
63	Binder Clip : Medium	Per Box	Reputed Brand
64	Cartridge 12 A	Per Pc	Reputed Brand
65	Flap	Per bundle (100 pc)	Reputed Brand

N.B.: Items should be manufactured by the reputed multinational organizations.

1. The above schedule is fixed; however, the undersigned reserves the right to change the date of activities in case of any exigencies through a notice in the departmental website & Notice Board at above addressed office.

14. TRADE LICENSE , GSTN REGISTRATION CERTIFICATE & PAN

- a. Each bidder should upload Trade License of their firm. Incorporation certificate issued by the Competent Authority will be accepted if bidder fails to upload Trade License.
- b. Each bidder should upload **Valid 15 Digit Goods & Services Taxpayers Identification Number (GSTIN) under GST Act, 2017** obtained from competent authority. If the bidder is exempted from Tax they should upload exemption Certificate obtained from competent authority.
- c. ORIGINAL PAN card issued by competent authority is to be uploaded.

15. IT RETURN

- a. ORIGINAL IT Return for three years AY: 2020-2021, 2021-2022 & 2022-2023 are to be uploaded.

16. EARNEST MONEY DEPOSIT

- a. Those who exempted from depositing of earnest money, they will have to upload the ORIGINAL exemption certificate issued by the competent authority.
- b. The list of product manufactured & approved by NSIC/SSI Registration authority will **only** be considered for exemption from depositing of earnest money and those listed items will **only** come under zone of consideration of price preference. If any bidder quoted products other than those covered under NSIC/SSI Registration should accompany EMD. Authorized Officers of the undersigned may visit factory.
- c. In no circumstances Cash, G.P. Notes, Account Payee Cheque, Savings Bank Pass Book, Fixed/Term/Special Term Deposit Receipt, Token of RBI etc. will be accepted as EMD.

- d. The Earnest Money Deposit shall not carry interest and Earnest Money Deposit of previous tender will not be adjusted or considered for this tender. Earnest Money Deposited before the date of issue of this N.I.T. will not be accepted.
- e. Tender uploaded without earnest money deposit or valid exemption certificate will be summarily rejected.
- f. Earnest Money of successful bidder will be retained during the tenure of tender and extension, if there be any, and for such retention no interest shall be payable.
- g. If the validity of SSI registration is going to be expired within tender/contract period, the bidder should produce the certificate to this effect to the undersigned. Registration of SSI unit after the submission of tender will not entitle the bidder to exemption from payment of Earnest Money.

17. DOCUMENTS TO BE UPLOADED IN TECHNICAL BID

- a. **Intending bidders should upload the following documents.**

Sl. No.	Particulars	To be uploaded to the site of http://www.wbtenders.gov.in
1.	EMD	Documentary evidence for Payment of earnest money Rs. 20,000.00 (Rupees twenty thousand) only made either by Net Banking through ICICI Bank Payment Gateway OR NIFT / RTGS. If any agency/ Organisation is exempted from payment of EMD, copy of relevant Government Order (only *Registered Labour Co-operative Societies will be exempted from paying the Earnest Money Deposit) is to be furnished i.e. Uploaded without fail.
2.	Tender Form	Original sign copy.
3.	PAN	Valid PAN Card in the name of bidder/organisation
4.	Valid Trade License	Valid Trade License (up-to-date) in the name of bidder/organisation
5.	Valid Food License	Valid Food License in the name of bidder/organisation
6.	Valid GST Registration Certificate	Valid GSTIN applicable under GST Acts & Rules.
7.	Constitution of Company/ Company details	For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society, valid Joint Venture or Consortiums (Valid Trade License/ acknowledgement/ Receipt of application for Trade License/ Revalidation applicable under the Rules) OTHER
8.	Credential of work	BOQ and supply/Work Order/ Award of Contract duly authenticated by issuing authority in similar nature of works/ supply.
9.	Income Tax Return copy	Income Tax Return copy for last 3 years
10.	Compliance Certificate (Mandatory)	As given in NIT

18. PENAL MEASURE

- a. The Earnest Money Deposit furnished by a firm will be liable to be forfeited in full (including excess amount of Earnest Money, if deposited), if the firm withdraws tender as a whole or for any particular item at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all item/s is/are accepted within the time specified when requested to do so by this office and/or refuses to deposit Security Money. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.
- b. The price, at which the bidder sells the products of identical description to any other Govt. Directorate, Organization etc., shall not exceed the quoted rate. If such incident of quoting higher

rate comes to the notice, the authority reserves the right to initiate legal/penal action against such firms.

- c. In the event of uploading of fake/false/fabricated/ tampered/ forged documents, suppression of facts and providing wrong information, if detected tender will be liable to be cancelled/ terminated immediately & the firm shall also be liable to prosecuted under relevant Section of Indian Penal Code, 1860 along with Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/ Security Deposit. Simultaneously the firm will liable to be blacklisted.
- d. In the event of non-execution of agreement, the EMD will liable to be forfeited.
- e. In the event of failure to supply within stipulated period without having any valid reason, blockage may be imposed in respect of a particular item in WBUAFS.
- f. Non-compliance to any Terms & Conditions laid herein shall constitute a breach of contract & penalty for non-compliance shall be enforced very rigidly.
- g. **The process of debarment shall be as per University norms.**

19. GENERAL

- a. No Tender/Tender pre-requisites such as Earnest Money Deposit, Sample etc., will be accepted after date & time of scheduled closing.
- b. Conditional Tenders and Tenders not accompanied with the documents shall be summarily rejected without any reference made to the bidder and no correspondence will be entertained.
- c. Submission of hard copy of financial bid (BOQ) is totally prohibited. Disclosure of rate in the technical bid will lead to rejection of bid.
- d. Any addendum/corrigendum/extension of validity period will be notified at our departmental website www.wbuafscl.ac.in.
- e. The uploaded document in the tender without containing necessary enclosures and incomplete or tampered documents shall be rejected at the time of evaluation without any further notice to the bidder.
- f. In case of products with Brand Name, the Tendering Firm is required to mention the Brand Name against each item. In case, I.S.I. Marked products, the Tendering Firm shall have to produce License of manufacturing from B.I.S. ISI/BIS marked items would be preferred and non-ISI/BIS items will be considered only when ISI/BIS marked items are not available.
- g. **The undersigned reserves the right to reject any or the entire tender at any stage without assigning any reason thereof .**
- h. Any dispute/difference arising out of this Tender will be referred to the sole arbitrator to be appointed by WBUAFS and the same will be held at Kolkata high court only. Arbitrator will have the power to pass interim order and will be guided by the Arbitration & Conciliation Act, 1996.
- i. When a Tendering Firm submitted their tender in response to this Notification, they will be deemed to have understood fully the contents, the requirement, term & conditions of this tender. No extra payment will be made on the pretext that the Tendering Firm did not have a clear idea of any particular point. Any offer made in response to this tender when accepted by the Tendering Authority will constitute a contract between the parties.
- j. Firm quoting rates on behalf of its Principal should indicate in tender paper that it is a DIVISION of the principal firm.
- k. All notice intended to be served on the bidder will be deemed to have been duly served, if sent under certificate of posting or Registered post to the address mentioned in the tender or by any other process permissible under civil law.
- l. In the event of delay/non-availability/garbled printout/inconvenience in getting access to the Website for downloading tender documents, the authority will not be held responsible. Every

document uploaded by the bidder should be clear, legible otherwise it will not be considered for acceptance.

- m. The offered rate should be valid for 180 days but the period may be extended or curtailed at the discretion of the undersigned/ Appropriate Committee/ Tendering Authority and requirement.

20. PAYMENT

- a. No advance payment (Part or full) will be entertained in any case.
- b. Tax Invoice is to be sent in TRIPLICATE along with relevant Order, Challan etc. bearing completion certificate from competent authority of WBUAFS.

Sd/-

Registrar (Actg.)

Date: 15.03.2024

Memo No. WBUAFS/Admn/ET(23-24)/Pt-1/567/1(5)

Copy forwarded for information and wide circulation to:

- 1. Joint Registrar, WBUAFS.
- 2. The Finance Officer, WBUAFS.
- 3. Vice-Chancellor's Secretariat, WBUAFS.
- 4. The In-Charge, WBUAFS with request to upload the notification to the University website portal.
- 5. Notice Board, Office of the Registrar, WBUAFS.
- 6. Office Copy.



Registrar (Actg.)

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

To

The Registrar,

West Bengal University of Animal & Fishery Sciences

68, K.B. Sarani

Kolkata-700037

Sub: NIT for Supply & Installation of equipments and other related items of WBUAFS, Kolkata

Sir,

With reference to your N.I.T..... dated

1. I/We.....the Proprietor/Authorized Nominee/s of the Firm.....

Address.....are hereby furnishing my/our rates for the item tendered for as per your specification, terms & conditions.

2. I/We hereby agree to abide by & fulfill 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 Registrar, WBUAFS,, Kolkata 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.

3. I/We are offering rate for the item/items in the BOQ and assured supply as per requirements of The Registrar, WBUAFS, Kolkata.

4. I/We also agree that the decision of The Registrar, WBUAFS, Kolkata in all matters in respect of this tender will be final & binding on me.

5. 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 and correct.

Yours faithfully,

Date:

Signature & office seal:

Name of the Firm:

Contact no.

E-mail Id:

Address with PIN:

ANNEXURE-II
CHECK-LIST
Information about Bidders
(To be furnished online with the Technical bid)

Sl. No.	Particulars	Page No
1.	EMD	
2.	Tender Form	
3.	PAN	
4.	Valid Trade License	
5.	Valid food License	
6.	Valid GST Registration Certificate	
7.	Constitution of Company/ Company details	
8.	Credential of work	
9.	Income Tax Return copy	
10.	Compliance Certificate (Mandatory) (ANNEXURE-IV)	
11.	<u>ANNEXURE- I &III</u>	

N.B. The above details have been checked by me/us and found correct.

Date:
seal

Signature of the bidder with official

ANNEXURE- III

AFFIDAVIT

D E C L A R A T I O N

1. I/We _____ the Proprietor/Authorized nominee(s) of the Firm M/s. _____ hereby declare that our firm /Products have not been either blacklisted nor debarred to participate in tender by any Government /Authority for the Financial Year 2019-2020, 2020- 2021,2021-2022 and till date.
2. The undersigned is also declaring that our firm M/s is having 3 years manufacturing & marketing experience.
3. The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Registrar, WBUAFS, and Kolkata.
4. Certified that I have applied in the Tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.
5. I, the undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found/ ascertain to be incorrect/ fabricated/ misrepresented/fraudulent etc. accordingly tender will be liable to be cancelled/ terminated immediately & I/ my firm/ company shall also be liable to prosecuted under relevant Section of Indian Penal Code, 1860 along with Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/ Security Deposit.

Place:

Date:

Signature of the Bidder with Seal

NB: Declaration is to be uploaded in the form of Affidavit from Class-1 Magistrate / Notary

TO BE UPLOADED

ANNEXURE-IV

Specification Compliance Sheet

(To be filled up & uploaded by the bidder)

Tender No.....Tender ID.....

[illegible]

Signature of the bidder with seal