



Notice Inviting Tender

For

Supply of a variety of Office Furniture

At

- 1. Panagarh Industrial Park, Burdwan,**
- 2. Vidyasagar Industrial Park, Paschim Medinipur,**
- 3. Rishi Bankim Shilpaudyan, Naihati, North 24 Pgs.,**
- 4. Gem & Jewellery Park, Ankurhati, Domjur, Howrah,**
- 5. Plasto Steel Park, Barjora, Bankura &**
- 6. Food Park & Poly Park, Sankrail, Howrah**

e- RFP Reference No. : 2018_WBIDC_189814

Proposal Issue Date : 13.09.2018

Last Submission Date : 05.10.2018

West Bengal Industrial Development Corporation Ltd.

(A Government of West Bengal Undertaking)

Protiti, 23 Abanindranath Tagore Sarani

Kolkata – 700017, West Bengal

Tel : +91-33-22553700

Fax : +91-33-22553737

Web: www.wbidc.com

SECTION: I

LIST OF IMPORTANT DATES OF BIDS

1. Name of work	:	Supply of a variety of office furniture at (1)Panagarh Industrial Park, Burdwan, (2)Vidyasagar Industrial Park, Paschim Medinipur, (3)Rishi Bankim Shilpaudyam, Naihati, (4) Gem & jewellery Park, Ankurhati, Howrah, (5) Plasto Steel Park, Barjora, Bankura, (6)Food Park & Poly Park, Howrah
2. Completion period	:	30 days (From acceptance of Work Order to Supply & installation at destination, as per satisfaction level of Management, WBIDC Ltd.)
3. Date of issue of Notice Inviting Bid	:	13.09.2018
4. Time and Date of Pre-Bid	:	20.09.2018 at 03.00 PM.
5. Venue of Pre-Bid Meeting	:	OFFICE OF WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED (WBIDCL), 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017.
5. Bid submission start date (On line)	:	14/09/2018 at Time: 11-00 hours (as per server clock).
6. Bid Submission closing (On line)	:	05/10/2018 at Time: 12 noon (as per server clock).
7. Time and Date for opening Technical Bid/Bids	:	09/10/2018 at Time: 3 p.m.
8. Date of uploading list for Technically Qualified Bidder(online)	:	10.10.18 (4 p.m.)
9. Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	:	10.10.18 (4 p.m.)
10. Date for opening of Financial Proposal (Online)	:	Will be notified later.
11. Bid validity	:	60 (Sixty) Days from the last date of bid submission
12. Site Visit	:	A site visit by the bidder is necessary to understand the scope of work & the visit will be certified by the concern official of WBIDC, posted at concern park (Ref. Annexure)

13. Contacts	:	WBIDC, 23, Camac St. Kolkata- 700017. Ph.NO. 033-2255-3700
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SECTION: III

General Information, Essential Technical Criteria for Participation and Instructions to Bidders

The instruction given herein will be strictly binding on the bidder and deviation, if any, will make the tender or tenders invalid. Bids incorporating additional conditions by the bidder are liable for rejection.

1. Bids shall be submitted online only at E Tender website: <http://wbtender.gov.in>. Manual bids shall not be accepted.
2. The instruction given in “Annexure-A” on “Instruction for Online Bid Submission” should be strictly be adhered.
3. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. **Validity of Bids:** The Bids should remain valid for 60 days from the date of bid opening.
5. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
6. The tenderers should have Digital Signature Certificate (DSC) for filling up the Bids. The person signing the tender documents should be authorized for submitting the on line e-tender.
7. **The Financial Bid (BOQ)** shall be filled in and signed by the authorized signatory online. Off line Financial Bid shall not be accepted.
8. While quoting the rates bidder should note that the order shall be placed on item wise lowest rate basis and therefore quote online bids accordingly.
1. **Eligibility Criteria and Essential Technical requirement:** The Agency/Company must fulfill the following criteria:-

- a) Prior experience (at least 2 instances, where bill value is more than 1 lacs) of supplying office furniture to any State Government/ Central Government/ PSU/ Corporation/ Department/ Ministry/ Government undertaking etc. This should be supported by necessary supporting documents
- b) Must be a company incorporated under the Companies Act or a partnership firm registered under the Partnership Act/ LPA Act having registration with valid registration number and having PT Registration.
- c) Participating vendors should have at least one office in Kolkata. The details of such office shall be provided under Cover-1, as mentioned below.
- d) An average annual turnover of 50 lakhs is essential for the vendors to participate in this tendering process. This must be supported by last three years balance sheet of the company.
- e) Should be able to initiate the work within 7 days of receipt of Work Order or as stated by WBIDC. Notwithstanding this, WBIDC reserves the right to disqualify the vendor immediately, from further proceeding.
- f) There should not be any legal proceeding(s) and / or Industrial dispute(s) related to claiming of wages or any other payment related matters, initiated by any present or previous employee of the bidder / any partner of the bidder (if the bidder is a partnership firm). This will have to be supported by an appropriate Declaration in the form of an Affidavit which, if found false, would not only lead to criminal prosecution, but may also lead to termination of the contract and award of the work to another vendor at the bidders risk and cost.

9. **Earnest Money Deposit:-** Rs. 50,000/- (Rupees Fifty Thousand Only) in the form of RTGS / NEFT in favor of;

“WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED”

Bank Name:-

Branch:-

IFSC Code:-

MICR Code:-

Scanned copy of receipt of such payment made must be uploaded while submitting the tender online, else the tender shall be rejected.

The bid without requisite Earnest Money and/ or not in the prescribed Performa will not be considered & bids of such Bidders shall be rejected. Earnest Money Deposit will be converted

into interest free Security Deposit in case of successful bidder. Necessary receipt may be collected from the Accounts Section in favor of the same. On successful completion of the contract (if extended, then after completion of the extended period of contract) the same will be refunded to the bidder, after any applicable adjustment thereof.

In case of unsuccessful bidders Earnest Money will be refunded as soon as possible by WBIDC, upon selection of vendors.

10. Tender must be uploaded in two separate covers marked Cover-1 and Cover-2. The contents of Cover-1 and Cover-2 shall be as follows:-

Cover-1

- i) EMD payment receipt / RTGS Slip
- ii) This RFP Document, stamped & signed at all pages
- iii) General Terms & Conditions (as detailed in Annexure-B format) duly signed & stamped as a token of acceptance
- iv) Copy of the current and valid Trade License duly self attested with official stamp.
- v) Copy of the current and valid GST Certificate duly self attested with official stamp
- vi) The 'Declaration' (as detailed in Annexure-D) duly self-attested with official stamp.
- vii) The Technical Specification' as detailed in Annexure-E, token of acceptance for delivery of materials in accordance to the WBIDC's Specification.)

Cover-2

The Financial Bid.

Note:-

1. The Financial Proposal is inclusive of all out pocket expenses incurred by the bidder towards travel, documentation and communication.
2. The Financial Proposal shall not include Tax, which shall be payable extra by WBIDC at then prevailing rates.
3. In case of difference in the amount quoted in figures and words, the lower value would be considered for evaluation.

11. Address of Communication

Smt. Tanusree Das, Sr.Asstt.(HRD)

Phone-+91-33-22553722,

E-mail: tanusree.das@wbidc.com

