

FORM NO.

ORIGINAL

# PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA

(A Govt. of West Bengal Organisation)

LB-2, Sector-III, Salt Lake City, Kolkata- 700 098

## TENDER FORM FOR INVITING THE RATE OF ANNUAL MAINTENANCE COST OF VIC/VLP

For the Period from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2015

*(TO BE FILLED IN CAPITAL LETTER ONLY)*

1.	Name & Address of service provider:	
2.	Trade License No.	
3.	Rate [both in figure & words] inclusive of everything i.e. for Zone-I, Zone-II & Zone-III separately. a. Routine service charge under AMC for each vessel at site half yearly basis. This includes inspection & checking of equipment, routine preventive maintenance of the safety valve, rupture disc, pressure gauge, D.P. gauge, tightening of threaded joints/flanged joints, calibration of the pressure gauge & D.P. gauge (not only to show accurate reading but also to	I) Zone-I: ` ( Rupees  II) Zone-II: ` ( Rupees

	<p>accumulate data to measure performance of the vessel) etc. The change of gasket in the delivery line or other areas if necessary as free replacement basis (Mandatory). This excludes replacement of any parts like Pressure, D.P. gauze, safety valve, isolation valve safety relief valves etc.</p>	<p><i>III) Zone-III: `</i> <i>(Rupees</i></p>
	<p>b. AMC charges incase of faulty functioning and non-functioning of Vessel. This excludes the cost of OEM (Original Equipment Manufacturer) spares to be replaced. (As &amp; when required).</p>	<p><i>I) Zone-I: ``</i> <i>( Rupees</i></p> <p><i>II) Zone-II: `</i> <i>( Rupees</i></p> <p><i>III) Zone-III: `</i> <i>(Rupees</i></p>
	<p>c. Evacuation charges at site: This includes free service, if required again within 12 months. (As &amp; when required).</p>	<p><i>I) Zone-I: `</i> <i>( Rupees</i></p> <p><i>II) Zone-II: ``</i> <i>( Rupees</i></p> <p><i>III) Zone-III: `</i> <i>(Rupees</i></p>

4.	<p>a) For routine inspection the yearly calendar will be provided along with the work order.</p> <p>b) Incase of call made for repair of faulty /non-function vessel &amp; for evacuation of VIC/ VLP zone wise time required to attend the case.</p>	<p>I) Zone-I: ` (Rupees</p> <p>II) Zone-II: ` (Rupees</p> <p>III) Zone-III: ` (Rupees</p>
5.	Service Charge, If any	
6.	Detail of Past experience in Similar Nature of job undertaken during last three years with documents to be enclosed (Credential to be certified by the Govt/Semi Govt/ Reputed Private Organization where identical type of job performed)	
7.	Remarks	

**Place:**

**Signature & Office Seal of the Tenderer**

**Date:**

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# PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA

(A Govt. of West Bengal Organisation)

LB-2, Sector-III, Salt Lake City, Kolkata- 700 098

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## SET OF TENDER PAPERS FOR AMC of VICs/VLPs

**LAST DATE FOR SUBMISSION OF TENDER 25<sup>th</sup> February 2013 WITHIN 2 PM**

**PRICE OF THE TENDER FORM: ₹1000/- (RUPEES ONE THOUSAND) ONLY (NON REFUNDABLE)**

### Each Set Contains

- 1) Detailed Tender Notice No.
- 2) Tender Form
- 3) Terms & Conditions for submission of Tender.
- 4) Information about Tenderers.

Sd/-

**Chief Executive Officer  
Paschim Banga Go Sampad Bikash Sanstha**

# PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA

(A Govt. of West Bengal Organisation)

LB-2, Sector-III, Salt Lake City, Kolkata- 700 098

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## **TENDER NOTICE No. 337 /PBG SBS/13, dated.31.01.2013**

Sealed Tenders in prescribed form are invited from reputed service providers having proven experience for inspection, checking of equipment including preventive maintenance like safety valve, rupture disc, pressure gauge, differential pressure gauge, etc., for cryogenic storage tank or instruments and repairing of faulty/ non-functioning of VICs/VLPs to all District Headquarters / Frozen Semen Stations of Zone-I (Cooch-Bihar, Jalpaiguri, Siliguri, Uttar Dinajpur, Dakshin Dinajpur, Malda, Beldanga & Murshidabad); Zone-II (North 24 Parganas, South 24 Parganas, Howrah, Nadia, Hooghly, Haringhata Farm & Purba Medinipur) and Zone-III (Burdwan, Birbhum, Paschim Medinipur, Bankura, Salbani & Purulia).

**Rate (both in figure & words) to be quoted inclusive of all charges except all kinds of Taxes/Service charges as applicable as mentioned for Zone-I , Zone-II & Zone-III ( As annexed).**

Last date of submission of the Tender is within 2.00 PM of 25.02.2013 and the same will be opened at 3 pm on the same day in presence of the Tenderer.

Dated: 31.01.2013

Sd/-  
**Chief Executive Officer**  
**Paschim Banga Go Sampad Bikash Sanstha**

- 1) The Terms & Conditions along with Tender Form for submission of Tender are obtained from the office of the undersigned on Non-Refundable cash payment of `1000/- (Rupees One thousand) only on any working day except Public Holidays & Saturday , Sundays between 12 Noon & 4 pm ( Barring lunch between 1.30 pm to 2 pm). Those who intend to download the Tender documents from Website has to deposit `1000/- (Rupees One thousand) only for each Tender form (Non Refundable) towards cost of the same in Demand Draft on any Nationalized Bank Payable at Service Branch, Kolkata in favour of “**Paschim Banga Go-Sampad Bikash Sanstha**” along with each duly signed and sealed Tender Documents.
- 2) Request for Tender paper along with fees by post will not be entertained.
- 3) Each Tender paper must be supported by :
  - a. Earnest Money in the form of Demand Draft of `5,000/- (Rupees Five Thousand) only on any Nationalized Bank Payable at Service Branch, Kolkata in favour of “**Paschim Banga Go-Sampad Bikash Sanstha**”.
  - b. In case of Tender documents downloaded from the website cost of Tender documents in the form of Demand Draft of `1000/- (Rupees One thousand) only on any Nationalized Bank Payable at Service Branch, Kolkata in favour of “**Paschim Banga Go-Sampad Bikash Sanstha**” should be attached otherwise a photocopy of the Money receipt in case the Tender documents purchased from the office of the undersigned.
  - c. Self attested Photocopy of the PAN card.
  - d. Self attested photocopy of Up to date Professional Tax challan.
  - e. Self attested photocopy of the service tax registration, if service tax be charged.
  - f. Self attested photocopy of the Firm/Co-Operative Registration certificate along with up to date renewal document from the appropriate authority.
- 4) **NO TENDER WILL BE ACCEPTED IF THE SAME IS NOT SUPPORTED WITH ALL ABOVE DOCUMENTS MENTIONED AT SL. NO. 3 (a) to (e) save and except for the condition stated above for submission of STCC with sealed Tender. Documents mentioned at Sl. No.3 (f) wherever it is applicable.**
- 5) Rates should be quoted net in decimal coinage (both in words and figures) inclusive of all charges like transportation etc. (if there is discrepancy between word & figure, then the rate in words will stand) for work of articles to the unit as mentioned in the Annexure for Zone-I, Zone-II & Zone-III separately . Rates of item should be written distinctly & clearly. No over-writing will be allowed. Correction, if any, is to be authenticated by the signature & seal of the Tenderer, otherwise it will be summarily rejected. Work is to be made as per schedule given by the units of Zone-I, Zone-II & Zone-III.
- 6)
  - a) **Rate of Service Tax** is to be indicated extra, if charged.
  - b) If the successful tenderer has executed any agreement with any Govt./Govt. Undertaking/ Organization within State of West Bengal through Tender for AMC of vessels at a lesser price than that of accepted rate of this Sanstha during validity period of accepted rates then the service provider will be bound to take up the work of AMC of Vessels as per accepted rates of other Govt./Govt. Undertaking Organisation for the rest of the Contracted Period. For further information, the Tenderer may contact with Paschim Banga Go-Sampad Bikash Sanstha, Head Quarter, LB-2, Sector-III, Salt Lake City, Kolkata- 700 098.
- 7) The undersigned reserves the right to reject any/or all the Tender at any stage without assigning any reason thereof and will not be bound to accept the lowest tender/s. The Tender Box will be kept in the office of the **Paschim Banga Go-Sampad Bikash Sanstha**, Head Quarter, LB-2, Sector-III, Salt Lake City, Kolkata- 700 098.

**Sd/-**  
**Chief Executive Officer**

FORM NO.

ORIGINAL

# PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA

(A Govt. of West Bengal Organisation)

LB-2, Sector-III, Salt Lake City, Kolkata- 700 098

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## TERMS & CONDITIONS FOR SUBMISSION OF TENDER

### 1. **Submission of Tender:**

- i) All papers submitted with the Tender must be clearly written. Rates should be quoted in figures and as well as in words. Erasures, interpolations, changes or over-writing of Rates etc. of item will make the tendered item liable for rejections, unless it is properly authenticated by signature and seal of the Tenderer. The Rates should clearly be quoted in Indian Currency in decimal coinage for delivery to the different Units of Zone-I, Zone-II & Zone-III. **If there is a discrepancy between word and figure, the amount in word will prevail.**
- ii) Capital letters only should be used in filling up the Tender Forms.
- iii) Tender Form marked 'ORIGINAL' must be used against the Item. Tender Form is to be obtained from the office of the Paschim Banga Go Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata-700 098 ON CASH PAYMENT OF `1,000/-(Rupees One Thousand) only. Those who intend to download the Tender documents from Website are required to submit the Demand Draft amounting `1000/- ( Rupees One thousand) only along with Tender form ( Non Refundable) towards cost of the same on any Nationalized Bank Payable at Service Branch, Kolkata in favour of "**Paschim Banga Go-Sampad Bikash Sanstha**". All rates are to be quoted in duplicate. The duplicate copy is to be submitted on photocopy of dully filled up prescribed Tender Form. The original and the duplicate must be sent in the same cover. Duplicate Tender paper should be marked as "DUPLICATE" prominently.
- iv) All sheets of paper should be numbered serially and the total No. of sheets in each cover shall be cited in covering letter. Separate cover marked "ORIGINAL" and "DUPLICATE" and finally in a common cover addressed to Chief Executive Officer, **Paschim Banga Go-Sampad Bikash Sanstha**" shall be submitted.
- v) All pages of the Tender must be duly signed by the Tenderer.

2) The Rates so quoted shall hold good up to 31.03.2015 from the date of approval of Rate by the Tendering Authority & for ANY EXTENDED PERIOD, IF SITUATION ARISES. Under no circumstances enhancement of Rate whatsoever will be accepted save and except for any Tax/Duty imposed by the Govt. Photo copy of Govt. Order in this respect is to be submitted while claiming such.

3) Tenderer must categorically mention in the forwarding letter as to whether they hold any office of profit with any other Tenderer. If they have business interest with any other Tenderer, this fact must also be mentioned, if it is in the negative it also should be noted in the forwarding letter.

4) Clear understanding :- When Tenderer submits his tender in response to Sanstha's tender notice, he will deemed to have understood fully the contents, the requirements, terms and conditions of the tender. No advantage or payment will be made on the pretext that the Tenderer did not have clear idea of any particular point. Any offer made in response to the tender when accepted by the Sanstha will constitute a contract between the parties.

5) **Agreement:** The contract resulting from the tender an agreement on Non-judicial Stamp Paper worth of R 20/- (Rupees Twenty) only will have to execute relating to tender between successful Tenderer & Sanstha and both the parties shall be bound by the terms and conditions. Any work order resulting from the tender is not valid unless an agreement is executed between the successful Tenderer and Sanstha.

6) **TENDERS ARE TO BE ACCOMPANIED WITH THE DOCUMENTS IN THE FOLLOWING ORDER.**

i) Covering letter in Letter Head of the Tenderer.

ii) "ORIGINAL" Tender Form/s containing Rates offered category wise for different Zones along with duplicate copy.

iii) Demand draft of ` 5, 000/- (Rupees Five Thousand) only drawn on any Nationalised Bank Branch at Kolkata in favour of the "**Paschim Banga Go-Sampad Bikash Sanstha**".

iv) Demand draft of ` 1000/- (Rupees One Thousand) only against cost of Tender Papers drawn on any Nationalised Bank Branch at Kolkata in favour of the **Paschim Banga Go-Sampad Bikash Sanstha** if the Tender paper was downloaded or photocopy of money receipt if the Tender paper was purchased from the office of the Sanstha.

v) Self attested Photocopy of Up-to-date Professional Tax challan.

vi) Self attested Photocopy of Firm/Co-operative Registration Certificate along with Current Renewal documents from the appropriate authority.

vii) Self attested Photo copy of PAN Card.

viii) Self attested Photo copy of the Service Tax registration, if service tax be charged.

ix) In case the Tenderer is exempted from Sales Tax or if he enjoys the benefit of deferment he must submit documentary evidence to that effect. In no case affidavit of VAT Clearance Certificate will be accepted.

x) Duly certified copy of English version of Tender pre-requisites such as PAN Card and Service Tax Registration Certificate etc. if those are issued in any recognized Indian Language other than Bengali.



xi) Photocopy of the original Trade license.

**Failure to comply with the above conditions along with the instruction as stated at Sl. No.1 or furnishing any incorrect information or Tenders not accompanied with the above Certificate/ Documents listed at Sl. No. 6 will make the Tender liable to be rejected and no correspondence will be entertained in this regard.**

**7) THE TENDER COMMITTEE, PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA RESERVES THE RIGHTS:**

i) To reject any/or all the Tender/s at any stage without assigning any reason thereof and not to accept the lowest rate of tender/s;

ii) Work order may be placed at the approved rate to any outsider during the Tender/Contract period in case of emergency, if the Tenderers fails to attend/repair on short notice.

iii) Not to give price preference to Tenderers in compliance with the existing orders issued by the Sanstha at the discretion of the Tender Committee or Tendering Authority;

8) Successful Tenderers will be informed of acceptance of their offer in due course. On receipt of such information the Tenderer will have to execute an Agreement on Non-judicial Stamp Paper worth 20/- (Rupees Twenty) only in the prescribed form with the Chief Executive Officer of the Paschim Banga Go-Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata- 700 098 and to deposit a security deposit `10,000/- ( Rupees Ten Thousand) only in Demand Draft in any Nationalised Bank at Kolkata in favour of the "**Paschim Banga Go-Sampad Bikash Sanstha**".

9.i) The Earnest Money will be refunded to the unsuccessful Tenderers after selection of service provider is completed and in case of the successful Tenderers the deposited Earnest Money ( Rupees Five Thousand only) converted to security deposit. The security deposit will be released only after the successful completion of the contract period.

ii) **If the approved service provider fails to carryout work order as per schedule given by the Units of Zone I, Zone-II & Zone-III within the validity period of the tender, the deposited Security Money will not be released and the performance of the firm will be considered as "Unsatisfactory" and the tender of the firm will not be entertained in future.**

iii) The Earnest Money of the Tenderer will be liable to be forfeited if the Tenderer withdraws his tender item at any stage after submission of the Tender or fails/refuses to enter into written agreement for the item of his accepted tender within the time specified when requested to do so or refuses to deposit Security Money.

iv) The Security Deposit deposited by a Tenderer and even the tender is liable for forfeiture & cancellation without prejudice to any other action in the event of failure/refuses to carry out work order and/or according to contracted specification, quality and/or quantity.

10) Orders for work will be placed to the selected service provider will have to be completely executed within the period as will be specified in the relevant work / execution order.

11) Abnormally low price for the AMC for VIC/VLP quoted by the Tenderer in the Tender with some malafide intention will not be accepted if detected.

- 12) Bills of cost against all AMC for routine maintenance should invariably be submitted along with the work done certificate from the officer-in-charge of the site in duplicate on half yearly basis for payment. In case of repairing work the bill should invariably be submitted along with the work done certificate from the officer-in-charge of the site in duplicate for payment immediately after the completion of the work. In both the case the bill should be raised in favour of the Chief Executive Officer, **Paschim Banga Go-Sampad Bikash Sanstha**.
- 13) Any dispute or difference arising out of the Tender will be referred to the Director, Animal Husbandry & Veterinary Services, West Bengal sole arbitrator as per agreement between the Sanstha and successful tenderer.
- 14) The contract period may be extended by the Chairman of the Tender Committee, **Paschim Banga Go-Sampad Bikash Sanstha** after the expiry of the period of contract, if situation arises.
- 15) NO PAPER RELATED TO SUBMISSION OF TENDER WILL BE ACCEPTED AFTER THE TENDER BOX IS SEALED.
- 16) All notices intended to be served to the Tenderers will be deemed to have been duly served, if sent Under Certificate of Posting or Registered Post or Courier Service to the address mentioned in the tender or by any other process permissible under Civil Law.
- 17) If the approved service provider fails to take up the work (For routine inspection as per the schedule to be given in the agreement and for repairing work within 3 (Three) days from the date of information over Telephone / Fax / Mail) the Security Money deposited by the approved service provider will not be released and the performance of the service provider will be considered as "Unsatisfactory" and the tender of the service provider will not be entertained in future.
- 18) Conditional Tenders are liable to be rejected.
- 19) ALL INSTRUCTIONS GIVEN IN THE TENDER NOTICE ARE BINDING ON THE TENDERER.
- 20) All Tenders must be submitted at the office of the **Paschim Banga Go-Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata- 700 098**.
- 21) All the Terms and Conditions lay down in to herein will have to be accepted by the Tenderers and no representation will be entertained for modification of any such terms and conditions.
- 22) Last date of submission of sealed Tenders is 25<sup>th</sup> February, 2013 within 2.00 p.m. The Tender Box will be sealed / closed on the same date and time. The sealed Tender Box and sealed Tender will be opened on the same day, i.e. 25<sup>th</sup> February, 2013 at 3.00 pm.

Sd/-

**Chief Executive Officer**

# CHECK LIST

## Information about Tenderers

(To be furnished with the Tender)

1.		Name of the Service Provider	
2	(a)	Registered Address with PIN,	
		i. Land Phone No.	
		ii. Fax No.	
		iii. Mobile No.	
	iv. Mail id:		
	(b)	Sole Owner or Partnership Firm	
3.		Name of Sole Proprietor or name of Partner/Directors	
4.		Name of the Person(s) authorized to enter into & execute contract agreement	

5.	Earnest Money Deposit	Draft No. dated
6.	Self attested copy of PAN Card	
7.	Self attested copy of Service Registration Certificate, if service tax is quoted.	
8.	Self attested copy of Professional Tax Paid Certificate / Challan whether enclosed	
9.	Attested copy of Trade License whether enclosed	
10.	Details of Past Experience in similar nature of job for last 3(three) years with documents.	
11.	Whether Tender Form was purchased or Downloaded.	
12.	If Downloaded, DD no..... Dt.....	

\* Tick (√) mark which is being furnished.

Signature of the Tenderer with date & office seal.

FORM NO.

DUPLICATE

# PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA

(A Govt. of West Bengal Organisation)

LB-2, Sector-III, Salt Lake City, Kolkata- 700 098

## TENDER FORM FOR INVITING THE RATE OF ANNUAL MAINTENANCE COST OF VIC/VLP

For the Period from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2015

*(TO BE FILLED IN CAPITAL LETTER ONLY)*

1.	Name & Address of service provider:	
2.	Trade License No.	
3.	Rate [both in figure & words] inclusive of everything i.e. for Zone-I, Zone-II & Zone-III separately. d. Routine service charge under AMC for each vessel at site half yearly basis. This includes inspection & checking of equipment, routine preventive maintenance of the safety valve, rupture disc, pressure gauge, D.P. gauge, tightening of threaded joints/flanged joints,	I) Zone-I: ` ( Rupees  II) Zone-II: ` ( Rupees

	<p>calibration of the pressure gauge &amp; D.P. gauge (not only to show accurate reading but also to accumulate data to measure performance of the vessel) etc. The change of gasket in the delivery line or other areas if necessary as free replacement basis (Mandatory). This excludes replacement of any parts like Pressure, D.P. gauge, safety valve, isolation valve safety relief valves etc.</p>	<p><i>III) Zone-III: `</i> <i>(Rupees</i></p>
	<p>e. AMC charges incase of faulty functioning and non-functioning of Vessel. This excludes the cost of OEM (Original Equipment Manufacturer) spares to be replaced. (As &amp; when required).</p>	<p><i>I) Zone-I: ``</i> <i>( Rupees</i></p> <p><i>II) Zone-II: `</i> <i>( Rupees</i></p> <p><i>III) Zone-III: `</i> <i>(Rupees</i></p>
	<p>f. Evacuation charges at site: This includes free service, if required again within 12 months. (As &amp; when required).</p>	<p><i>I) Zone-I: `</i> <i>( Rupees</i></p> <p><i>II) Zone-II: ``</i> <i>( Rupees</i></p> <p><i>III) Zone-III: `</i> <i>(Rupees</i></p>

4.	<p>c) For routine inspection the yearly calendar will be provided along with the work order.</p> <p>d) Incase of call made for repair of faulty /non-function vessel &amp; for evacuation of VIC/ VLP zone wise time required to attend the case.</p>	<p>I) Zone-I: ` (Rupees</p> <p>II) Zone-II: ` (Rupees</p> <p>III) Zone-III: ` (Rupees</p>
5.	Service Charge, If any	
6.	Detail of Past experience in Similar Nature of job undertaken during last three years with documents to be enclosed (Credential to be certified by the Govt/Semi Govt/ Reputed Private Organization where identical type of job performed)	
7.	Remarks	

**Place:**

**Signature & Office Seal of the Tenderer**

**Date:**

FORM NO.

DUPLICATE

# PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA

(A Govt. of West Bengal Organisation)

LB-2, Sector-III, Salt Lake City, Kolkata- 700 098

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## SET OF TENDER PAPERS FOR AMC of VICs/VLPs

**LAST DATE FOR SUBMISSION OF TENDER 25<sup>th</sup> February 2013 WITHIN 2 PM**

**PRICE OF THE TENDER FORM: ₹1000/- (RUPEES ONE THOUSAND) ONLY (NON REFUNDABLE)**

### Each Set Contains

- 5) Detailed Tender Notice No.
- 6) Tender Form
- 7) Terms & Conditions for submission of Tender.
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Sd/-

**Chief Executive Officer  
Paschim Banga Go Sampad Bikash Sanstha**



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(A Govt. of West Bengal Organisation)

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Sealed Tenders in prescribed form are invited from reputed service providers having proven experience for inspection, checking of equipment including preventive maintenance like safety valve, rupture disc, pressure gauge, differential pressure gauge, etc., for cryogenic storage tank or instruments and repairing of faulty/ non-functioning of VICs/VLPs to all District Headquarters / Frozen Semen Stations of Zone-I (Cooch-Behar, Jalpaiguri, Siliguri, Uttar Dinajpur, Dakshin Dinajpur, Malda, Beldanga & Murshidabad); Zone-II (North 24 Parganas, South 24 Parganas, Howrah, Nadia, Hooghly, Haringhata Farm & Purba Medinipur) and Zone-III (Burdwan, Birbhum, Paschim Medinipur, Bankura, Salbani & Purulia).

**Rate (both in figure & words) to be quoted inclusive of all charges except all kinds of Taxes/Service charges as applicable as mentioned for Zone-I , Zone-II & Zone-III ( As annexed).**

Last date of submission of the Tender is within 2.00 PM of 25.02.2013 and the same will be opened at 3 pm on the same day in presence of the Tenderer.

Dated: 31.01.2013

Sd/-  
**Chief Executive Officer**  
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- 4) The Terms & Conditions along with Tender Form for submission of Tender are obtained from the office of the undersigned on Non-Refundable cash payment of ₹1000/- (Rupees One thousand) only on any working day except Public Holidays & Saturday, Sundays between 12 Noon & 4 pm (Barring lunch between 1.30 pm to 2 pm). Those who intend to download the Tender documents from Website has to deposit ₹1000/- (Rupees One thousand) only for each Tender form (Non Refundable) towards cost of the same in Demand Draft on any Nationalized Bank Payable at Service Branch, Kolkata in favour of “**Paschim Banga Go-Sampad Bikash Sanstha**” along with each duly signed and sealed Tender Documents.
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  - Self attested Photocopy of the PAN card.
  - Self attested photocopy of Up to date Professional Tax challan.
  - Self attested photocopy of the service tax registration, if service tax be charged.
  - Self attested photocopy of the Firm/Co-Operative Registration certificate along with up to date renewal document from the appropriate authority.
- 4) **NO TENDER WILL BE ACCEPTED IF THE SAME IS NOT SUPPORTED WITH ALL ABOVE DOCUMENTS MENTIONED AT SL. NO. 3 (a) to (e) save and except for the condition stated above for submission of STCC with sealed Tender. Documents mentioned at Sl. No.3 (f) wherever it is applicable.**
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The Tender Box will be kept in the office of the **Paschim Banga Go-Sampad Bikash Sanstha**, Head Quarter, LB-2, Sector-III, Salt Lake City, Kolkata- 700 098.

**Sd/-**  
**Chief Executive Officer**

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(A Govt. of West Bengal Organisation)

LB-2, Sector-III, Salt Lake City, Kolkata- 700 098

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## TERMS & CONDITIONS FOR SUBMISSION OF TENDER

1. **Submission of Tender:**

- i) All papers submitted with the Tender must be clearly written. Rates should be quoted in figures and as well as in words. Erasures, interpolations, changes or over-writing of Rates etc. of item will make the tendered item liable for rejections, unless it is properly authenticated by signature and seal of the Tenderer. The Rates should clearly be quoted in Indian Currency in decimal coinage for delivery to the different Units of Zone-I, Zone-II & Zone-III. **If there is a discrepancy between word and figure, the amount in word will prevail.**
- ii) Capital letters only should be used in filling up the Tender Forms.
- iii) Tender Form marked 'ORIGINAL' must be used against the Item. Tender Form is to be obtained from the office of the Paschim Banga Go Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata-700 098 ON CASH PAYMENT OF `1,000/- (Rupees One Thousand) only. Those who intend to download the Tender documents from Website are required to submit the Demand Draft amounting `1000/- ( Rupees One thousand) only along with Tender form ( Non Refundable) towards cost of the same on any Nationalized Bank Payable at Service Branch, Kolkata in favour of "**Paschim Banga Go-Sampad Bikash Sanstha**". All rates are to be quoted in duplicate. The duplicate copy is to be submitted on photocopy of dully filled up prescribed Tender Form. The original and the duplicate must be sent in the same cover. Duplicate Tender paper should be marked as "DUPLICATE" prominently.
- v) All sheets of paper should be numbered serially and the total No. of sheets in each cover shall be cited in covering letter. Separate cover marked "ORIGINAL" and "DUPLICATE" and finally in a common cover addressed to Chief Executive Officer, **Paschim Banga Go-Sampad Bikash Sanstha**" shall be submitted.
- vii) All pages of the Tender must be duly signed by the Tenderer.

2) The Rates so quoted shall hold good up to 31.03.2015 from the date of approval of Rate by the Tendering Authority & for ANY EXTENDED PERIOD, IF SITUATION ARISES. Under no circumstances enhancement of Rate

whatsoever will be accepted save and except for any Tax/Duty imposed by the Govt. Photo copy of Govt. Order in this respect is to be submitted while claiming such.

3) Tenderer must categorically mention in the forwarding letter as to whether they hold any office of profit with any other Tenderer. If they have business interest with any other Tenderer, this fact must also be mentioned, if it is in the negative it also should be noted in the forwarding letter.

4) Clear understanding :- When Tenderer submits his tender in response to Sanstha's tender notice, he will be deemed to have understood fully the contents, the requirements, terms and conditions of the tender. No advantage or payment will be made on the pretext that the Tenderer did not have clear idea of any particular point. Any offer made in response to the tender when accepted by the Sanstha will constitute a contract between the parties.

5) **Agreement:** The contract resulting from the tender an agreement on Non-judicial Stamp Paper worth of R 20/- (Rupees Twenty) only will have to execute relating to tender between successful Tenderer & Sanstha and both the parties shall be bound by the terms and conditions. Any work order resulting from the tender is not valid unless an agreement is executed between the successful Tenderer and Sanstha.

6) **TENDERS ARE TO BE ACCOMPANIED WITH THE DOCUMENTS IN THE FOLLOWING ORDER.**

i) Covering letter in Letter Head of the Tenderer.

ii) "ORIGINAL" Tender Form/s containing Rates offered category wise for different Zones along with duplicate copy.

iii) Demand draft of ` 5, 000/- (Rupees Five Thousand) only drawn on any Nationalised Bank Branch at Kolkata in favour of the "**Paschim Banga Go-Sampad Bikash Sanstha**".

iv) Demand draft of ` 1000/- (Rupees One Thousand) only against cost of Tender Papers drawn on any Nationalised Bank Branch at Kolkata in favour of the **Paschim Banga Go-Sampad Bikash Sanstha** if the Tender paper was downloaded or photocopy of money receipt if the Tender paper was purchased from the office of the Sanstha.

v) Self attested Photocopy of Up-to-date Professional Tax challan.

vi) Self attested Photocopy of Firm/Co-operative Registration Certificate along with Current Renewal documents from the appropriate authority.

vii) Self attested Photo copy of PAN Card.

viii) Self attested Photo copy of the Service Tax registration, if service tax be charged.

ix) In case the Tenderer is exempted from Sales Tax or if he enjoys the benefit of deferment he must submit documentary evidence to that effect. In no case affidavit of VAT Clearance Certificate will be accepted.

x) Duly certified copy of English version of Tender pre-requisites such as PAN Card and Service Tax Registration Certificate etc. if those are issued in any recognized Indian Language other than Bengali.

xi) Photocopy of the original Trade license.

**Failure to comply with the above conditions along with the instruction as stated at Sl. No.1 or furnishing any incorrect information or Tenders not accompanied with the above Certificate/ Documents listed at Sl. No. 6 will make the Tender liable to be rejected and no correspondence will be entertained in this regard.**

**7) THE TENDER COMMITTEE, PASCHIM BANGA GO-SAMPAD BIKASH SANSTHA RESERVES THE RIGHTS:**

ii) To reject any/or all the Tender/s at any stage without assigning any reason thereof and not to accept the lowest rate of tender/s;

ii) Work order may be placed at the approved rate to any outsider during the Tender/Contract period in case of emergency, if the Tenderers fails to attend/repair on short notice.

iii) Not to give price preference to Tenderers in compliance with the existing orders issued by the Sanstha at the discretion of the Tender Committee or Tendering Authority;

8) Successful Tenderers will be informed of acceptance of their offer in due course. On receipt of such information the Tenderer will have to execute an Agreement on Non-judicial Stamp Paper worth 20/- (Rupees Twenty) only in the prescribed form with the Chief Executive Officer of the Paschim Banga Go-Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata- 700 098 and to deposit a security deposit `10,000/- ( Rupees Ten Thousand) only in Demand Draft in any Nationalised Bank at Kolkata in favour of the **"Paschim Banga Go-Sampad Bikash Sanstha"**.

9.i) The Earnest Money will be refunded to the unsuccessful Tenderers after selection of service provider is completed and in case of the successful Tenderers the deposited Earnest Money ( Rupees Five Thousand only) converted to security deposit. The security deposit will be released only after the successful completion of the contract period.

ii) **If the approved service provider fails to carryout work order as per schedule given by the Units of Zone I, Zone-II & Zone-III within the validity period of the tender, the deposited Security Money will not be released and the performance of the firm will be considered as "Unsatisfactory" and the tender of the firm will not be entertained in future.**

iii) The Earnest Money of the Tenderer will be liable to be forfeited if the Tenderer withdraws his tender item at any stage after submission of the Tender or fails/refuses to enter into written agreement for the item of his accepted tender within the time specified when requested to do so or refuses to deposit Security Money.

v) The Security Deposit deposited by a Tenderer and even the tender is liable for forfeiture & cancellation without prejudice to any other action in the event of failure/refuses to carry out work order and/or according to contracted specification, quality and/or quantity.

10) Orders for work will be placed to the selected service provider will have to be completely executed within the period as will be specified in the relevant work / execution order.

11) Abnormally low price for the AMC for VIC/VLP quoted by the Tenderer in the Tender with some malafide intention will not be accepted if detected.

12) Bills of cost against all AMC for routine maintenance should invariably be submitted along with the work done certificate from the officer-in-charge of the site in duplicate on half yearly basis for payment. In case of repairing work the bill should invariably be submitted along with the work done certificate from the officer-in-charge of the site

in duplicate for payment immediately after the completion of the work. In both the case the bill should be raised in favour of the Chief Executive Officer, **Paschim Banga Go-Sampad Bikash Sanstha**.

13) Any dispute or difference arising out of the Tender will be referred to the Director, Animal Husbandry & Veterinary Services, West Bengal sole arbitrator as per agreement between the Sanstha and successful tenderer.

14) The contract period may be extended by the Chairman of the Tender Committee, **Paschim Banga Go-Sampad Bikash Sanstha** after the expiry of the period of contract, if situation arises.

15) NO PAPER RELATED TO SUBMISSION OF TENDER WILL BE ACCEPTED AFTER THE TENDER BOX IS SEALED.

16) All notices intended to be served to the Tenderers will be deemed to have been duly served, if sent Under Certificate of Posting or Registered Post or Courier Service to the address mentioned in the tender or by any other process permissible under Civil Law.

17) If the approved service provider fails to take up the work (For routine inspection as per the schedule to be given in the agreement and for repairing work within 3 (Three) days from the date of information over Telephone / Fax / Mail) the Security Money deposited by the approved service provider will not be released and the performance of the service provider will be considered as "Unsatisfactory" and the tender of the service provider will not be entertained in future.

18) Conditional Tenders are liable to be rejected.

19) ALL INSTRUCTIONS GIVEN IN THE TENDER NOTICE ARE BINDING ON THE TENDERER.

20) All Tenders must be submitted at the office of the **Paschim Banga Go-Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata- 700 098**.

21) All the Terms and Conditions lay down in to herein will have to be accepted by the Tenderers and no representation will be entertained for modification of any such terms and conditions.

22) Last date of submission of sealed Tenders is 25<sup>th</sup> February, 2013 within 2.00 p.m. The Tender Box will be sealed / closed on the same date and time. The sealed Tender Box and sealed Tender will be opened on the same day, i.e. 25<sup>th</sup> February, 2013 at 3.00 pm.

Sd/-  
**Chief Executive Officer**

ANNEXURE

Zone	Name of the District	F.O.R. Destination	Capacity of LN <sub>2</sub> Storage Tank ( Ltr.)
ZONE-II	North 24 Parganas	C/o Deputy Director, ARD, Rishi Bankim Sarani, State Veterinary Hospital Campus, Barasat	6000
	South 24 Parganas	State Poultry Farm, Tollygung , 42, Grahm Road.	6000
	Nadia	C/o Deputy Director, ARD, State Veterinary Hospital Campus, Banashree Para , Krishnanagar.	6000
	FSBS, Haringhata	Haringhata Farm, Mohanpur, Nadia.	950 & 3000 lit
	Howrah	C/o Deputy Director, ARD, Rameswar Malia Prani Sampad Bikash Bhavan, 429 G.T. Road Howrah (North).	6000
	Hooghly	Simlapul, Near Rice Research Centre, Chinsurah	6000
	Purba Medinipur	C/o Deputy Director, ARD, Prani Sampad Bikash Bhawan, Dharinda ( Payrachali), Tamluk.	6000
ZONE-III	Burdwan	Bardhaman Dairy Complex Fagupur, ( Near Nabab Hat More) Bardhaman.	6000
	Birbhum	C/o Deputy Director, ARD, State Veterinary Hospital Campus, Suri.	6000
	Paschim Medinipur	Near Medinipur Central Bus Stand, Opposite Fakie Kuan, Medinipur.	6000
	Bankura	C/o Deputy Director, ARD, College More, Opposite Christian College Bankura.	6000
	Purulia	State composite Farm Campus, Belguma Police Line Road, Purulia.	6000
	FSBS, Salbani	C/o Joint Director, ARD, Composite State Animal Husbandry Farm, Salbani, Paschim Medinipur	3000 lit

<b>ZONE-I</b>	<b>Cooch-Behar</b>	<b>C/o Deputy Director, ARD &amp; PO, State Animal Husbandry Centre, Campus, Near Police Line, Ward No.20, P.O. Cooch-Behar, Dist :Cooch-Behar</b>	<b>3000 &amp; 950</b>
	<b>Jalpaiguri</b>	<b>C/o Deputy Director, ARD &amp; PO, Kadamtala, Near Gopalpur House Station Road, P.O.: Jalpaiguri, Dist: Jalpaiguri</b>	<b>6000</b>
	<b>Siliguri</b>	<b>C/o Deputy Director, ARD &amp; PO, Siliguri, Deshbandhupara.</b>	<b>3000</b>
	<b>Uttar Dinajpur</b>	<b>C/o Deputy Director, ARD &amp; PO, In the Campus of State Duck Breeding Farm, Udaypur, Raiganj, P.O.-Karnojora</b>	<b>6000</b>
	<b>Dakshin Dinajpur</b>	<b>C/o Deputy Director, ARD &amp; PO, Balurghat</b>	<b>3000</b>
	<b>Malda</b>	<b>C/o Deputy Director, ARD &amp; PO, Malda, State Poultry Farm, Malda</b>	<b>3000 &amp; 950</b>
	<b>Murshidabad</b>	<b>C/o Deputy Director, Baharampore Veterinary Polyclinic Campus, Baharampore.</b>	<b>6000</b>
	<b>Beldanga</b>	<b>Sperm Station Beldanga, Near Beldanga Bus Stop, Beldanga, Murshidabad.</b>	<b>950</b>

Sd/-  
**Chief Executive Officer**  
**Paschim Banga Go-Sampad Bikash Sanstha**