



TENDER NOTICE OF WEST BENGAL CO-OPERATIVE SERVICE COMMISSION
[Vide No. CSC/OE-2/322 dated 25/07/2016]
COMMERCIAL BID

To
The Secretary,
West Bengal Co-operative Service Commission,
PWD Buildings, Block-'A' (Ground Floor),
Khadya Bhawan Complex,
11A, Mirza Ghalib Street,
Kolkata-700 087

Sub. : - Offer of Commercial Bid in response to your NIT, bearing No. CSC/OE-2/322 Dated 25/07/2016

Dear Sir,

- I. Having examined the above-referred Notice Inviting Tender, including all Annexures thereto, as published in the official website of your Commission (www.webcsc.org), I/we, the undersigned, offer to work as the Supplier in conformity with the said NIT and submit hereafter a Commercial Bid containing detailed quotation of rate for **a 12 BODY OPTIMIZER (model : TILE OPTIMIZER- 18 inch-457mm depthX915mm widthX1980 mm thickness), two fire resistant Filing Cabinets (model : 4 drawer 2hr rated LD FRFC) and six computer chairs (model : 7046R), all of Godrej make** (inclusive of all taxes, freight, levies and charges, viz., insurance, packing, forwarding, delivery etc. FOR Commission's office).
- II. I/We declare that we are an authorized dealer in the area as mentioned in the NIT under the name and style of
- III. I/We declare that we are equipped with adequate items for providing the said items as per the parameters laid down in the Tender Document at the prices quoted hereafter and we are prepared for live demonstration of our capability and preparedness before the representatives of your Commission. We hereby enclose a copy of Certificate of authorization.
- IV. I / We undertake that while supplying of the items as mentioned in the NIT any breach of confidentiality may lead to termination of contract with the selected tenderer and / or forfeiture of the entire security deposit by invocation of the bank guarantee.
- V. I/ We undertake that the Prices are in conformity with the specifications prescribed in the Tender Document. The quote is inclusive of all costs likely to be incurred for executing this work, but it is exclusive of VAT/ Service Tax.
- VI. I/ We agree to the condition that if our Bid is accepted we shall submit to the Commission a **Bank Guarantee** from a Public Sector Bank for **Rs.50, 000.00 (Rupees fifty thousand)** only, with validity upto **31/01/2017** and claim period upto six months beyond expiry of the validity period, as specified in the Notice Inviting Tender. The Bank Guarantee will be furnished on signing of Agreement in the Form prescribed by the Tendering Authority.
- VII. I/ We undertake that, in the event of acceptance of our bid, the items shall be supplied as stipulated in the schedule to this Commercial Bid Document and that we shall perform all the incidental services within the Time Frame stipulated and shall be liable to penalty in the form of deductions from the concerned Bill against each item at the agreed rate of 2%(two per cent) for each day of default during the first week of default from the terminal validity date and additional 3%(three per cent) for each day of default in the second week of default and onwards, subject to a maximum deduction of 30% (thirty per cent). Moreover, in such events, the selected tenderer will have to pay to the Commission the difference in cost, if any, on account of having the defaulted jobs performed by another dealer. The Commission, in such cases, also reserves the right to invoke the Bank Guarantee and forfeit the guaranteed sum.
- VIII. I / We agree to the condition that we, if selected, shall raise a total Bill after completion of the supply, without insisting on any mobilisation advance or advance partial payment and that the Commission shall pay the Bill within one month from the date of receipt of such bills.
- IX. I / We agree to the condition that the Commission will deduct Taxes as and when imposed by Central and State Governments from each Bill for depositing with the concerned Tax Authorities for which necessary Certificate will be issued by the Commission in favour of us.
- X. I / We agree to the terms and conditions mentioned in the Notice Inviting Tender, bearing No. **CSC/OE-2/322 Dated 25/07/2016**.
- XI. I / We understand that the Commission is not bound to accept the lowest or any offer you may receive showing justified reasons.
- XII. I/We understand and undertake to abide by the condition that until a formal contract is prepared and executed, this Bid offers, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us and that any dispute arising out of such contract shall be adjudicated in the city of Kolkata.

Seal of the Authorized Dealer Signature of the authorized Signatory (ies) -----

Date /08/2016 Name(s) (in Block Capital) -----

Designation Seal (s)



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PART-A [Supply of a 12 BODY OPTIMIZER (model: TILE OPTIMIZER- 18 inch-457mm depthX915mm widthX1980 mm thickness), two fire resistant Filing Cabinets (model: 4 drawer 2hr rated LD FRFC) and six computer chairs (model: 7046R), all of Godrej make]

| Item of Work | Quantity | Rate Offered (in Rupees) | | | | | | | | | | | | | |
|---|--|--------------------------|--|--|--|--|--|--|--|--|--|----------|--|----------|--|
| | | In numbers | | | | | | | | | | In words | | | |
| Supply of a 12 BODY OPTIMIZER (model : TILE OPTIMIZER- 18 inch-457mm depthX915mm widthX1980 mm thickness) for West Bengal Co-operative Service Commission | 01(One) | In numbers | | | | | | | | | | | | In words | |
| | | In words | | | | | | | | | | | | | |
| Supply of two fire resistant Filing Cabinets (model : 4 drawer 2hr rated LD FRFC) for West Bengal Co-operative Service Commission | 02(Two) | In numbers | | | | | | | | | | | | In words | |
| | | In words | | | | | | | | | | | | | |
| Supply of six computer chairs (model : 7046R) for West Bengal Co-operative Service Commission | 06(Six) | In numbers | | | | | | | | | | | | In words | |
| | | In words | | | | | | | | | | | | | |
| Time Frame for completion of the work | Within 6 weeks from the date of issuance of Work Order | | | | | | | | | | | | | | |

PART-B [After Sales Service/Maintenance of a 12 BODY OPTIMIZER (model : TILE OPTIMIZER- 18 inch-457mm depthX915mm widthX1980 mm thickness, two fire resistant Filing Cabinets (model : 4 drawer 2hr rated LD FRFC) and six computer chairs (model : 7046R), all of Godrej make]

| Item of Work | Nature of Work | Please Tick | |
|--|--|-------------|--------------|
| | | Admitted | Not Admitted |
| After Sales Service/Maintenance of a 12 BODY OPTIMIZER (model : TILE OPTIMIZER- 18 inch-457mm depthX915mm widthX1980 mm thickness) for West Bengal Co-operative Service Commission | Free Service | | |
| After Sales Service/Maintenance of two fire resistant Filing Cabinets (model : 4 drawer 2hr rated LD FRFC) for West Bengal Co-operative Service Commission | Free Service | | |
| After Sales Service/Maintenance of six computer chairs (model : 7046R) for West Bengal Co-operative Service Commission | Free Service | | |
| Time Frame for completion of the work | Within 15 working days from the date of lodging of complaint | | |

Any further remark that the tenderer may like to state:

Seal of the Authorized Dealer Signature of the authorized Signatory (ies) -----

Date /08/2016 Name(s) (in Block Capital) -----

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List of enclosures:

| Sl. No. | Description of enclosure | Details | Remarks |
|---------|--------------------------|---------|---------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Seal of the Authorized Dealer

Signature of the authorized Signatory (ies) -----

Date /08/2016

Name(s) (in Block Capital) -----

Designation Seal (s)