



# WEST BENGAL CO-OPERATIVE SERVICE COMMISSION

PWD Buildings, Block-'A' (Ground Floor), 11A, Mirza Ghalib Street, Kolkata – 700 087

e-mail ► [cscwbbb@gmail.com](mailto:cscwbbb@gmail.com) website ► [www.webcsc.org](http://www.webcsc.org) phone ► (033) 2252-0405

No. CSC/OE-2/322

Dated 25/07/2016

## NOTICE INVITING TENDERS

West Bengal Co-operative Service Commission, constituted by the Government of West Bengal under the West Bengal Co-operative Societies Act, hereby invites Sealed Tenders from reputed, experienced and well-equipped **Authorized Dealers of Godrej** for 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), (Each item will be of Godrej make)** for the Office of the Commission. Each tenderer shall submit the Commercial Bid in sealed covers, each addressed to "The Secretary, West Bengal Co-operative Service Commission, PWD Buildings, Block-'A' (Ground Floor), 11A, Mirza Ghalib Street, Kolkata-700 087" with the superscriptions as "**Commercial Bid in response to Notice Inviting Tender No. CSC/OE-2/322**". The sealed cover shall contain the tenderer's name and complete address, and shall be entered into a second sealed envelope, duly superscribed and properly addressed which will have to be dropped into the designated Tender Box placed inside the office premises of the Commission during the period between **11:00 a.m. and 5:00 p.m.** on any working day on and from **01/08/2016 to 16/08/2016** (but up to **1:00 p.m. on 16/08/2016**) (both days inclusive) or dispatched through Courier / Postal service so as to reach the Commission's office within 1:00 p.m. on **16/08/2016** The Schedule and other details are given hereunder :

Particulars	Schedule & other details
First date of submission of Tender (Commercial Bids)	01/08/2016
Last date of submission of Tender (Commercial Bids)	16/08/2016 up to 1 p.m.
Date & time of opening Commercial Bids	16/08/2016 at 1:30 p.m.
Validity of the rates quoted in the Commercial Bid	The rates quoted shall remain valid upto 31/12/2016
Amount of Earnest Money Deposit [in A/c-payee Demand Draft payable at Kolkata in favour of <b>WEST BENGAL CO-OPERATIVE SERVICE COMMISSION</b>	Rs.10, 000.00 [Rupees ten thousand] only, to be deposited along with the Commercial Bid in the same sealed cover.
Venue of opening of Bids	Office premises of the Commission
Last Date of Delivery of items	6 weeks from the date of issuance of work order
Address for communication	The Secretary, West Bengal Co-operative Service Commission, PWD Buildings, Block-'A' (Ground Floor), 11A, Mirza Ghalib Street, Kolkata-700 087
Contact Phone No.	(033)2252-0405
Contact e-Mail id	<a href="mailto:cscwbbb@gmail.com">cscwbbb@gmail.com</a>

All the intending tenderers are requested to note the following terms and conditions for submission of tender in response to this Notice:

- (i) Commercial Bids must be strictly in the *pro forma* to be downloaded from the Commission's website, [www.webcsc.org](http://www.webcsc.org) and signed with date and office seal of the authorized signatory (ies) of the participating authorized dealer at the bottom of each page. The documents should be properly enveloped and sealed and contained in a second sealed envelope, duly superscribed and properly addressed. No tender shall be entertained if it reaches the Commission's office after the last date and time scheduled;
- (ii) The Commercial Bid must accompany attested copies of certificate of authorization / registration of M/s Godrej, last audited Balance Sheet and Profit & Loss Account, up-to-date Income Tax Clearance Certificate, VAT Registration Certificate & VAT Clearance Certificate, valid Trade License Certificate, certificate of financial soundness from Bankers of the tenderer and credentials from the service-hiring organizations, certifying the quantity and quality of the services (mentioning the period of engagement) provided by the tenderer in the respective organizations under the signature and the office seal of the authorized signatories of such organizations and counter-signed by the authorized signatory of the participating authorized dealer, with office seal;
- (iii) The Commercial Bid must also accompany Earnest Money Deposit for Rs.10,000.00 (Rupees ten thousand) only through A/c-payee Demand Draft payable at Kolkata in favour of **WEST BENGAL CO-OPERATIVE SERVICE COMMISSION**;
- (iv) The Commercial Bid must be filled in properly and complete in respect of all the fields provided in the Bid pro forma – any alteration needed must be done by striking through the original entry and signing against the rectified entry. No field in the



# WEST BENGAL CO-OPERATIVE SERVICE COMMISSION

PWD Buildings, Block-'A' (Ground Floor), 11A, Mirza Ghalib Street, Kolkata – 700 087

e-mail ► [cscwbbs@gmail.com](mailto:cscwbbs@gmail.com) website ► [www.webcsc.org](http://www.webcsc.org) phone ► (033) 2252-0405

proforma should be left blank and if the tenderer does not intend to supply any item, it will note "RATE NOT OFFERED" against the corresponding field;

- (v) The Commercial Bid shall contain detailed and item-wise quotation of rates (inclusive of freight, levies and charges, viz., insurance, packing, forwarding, delivery etc. FOR Commission's office and exclusive of VAT/ Service Tax), taking into consideration all the conditions as mentioned in the NIT/ Tender Documents (including the forwarding undertakings / declarations incorporated in the *pro forma* Commercial Bid). The prices quoted in this Bid shall be binding on the tenderer and any escalation in the freight, levies and charges, viz., insurance, packing, forwarding, delivery etc. from the bid date up to the expiry of validity of the tender (31/01/2017) shall be borne by the tenderer;
- (vi) The Tender Committee of the Commission shall unseal the main envelope and open the Commercial Bids on the notified date and time in presence of the authorized representatives of all the tenderers in order to short-list the qualified bidders. In case the Commercial Bid is not accompanied by a valid Demand Draft against the Earnest Money Deposit, it will be summarily rejected. The Tender Committee will ensure that the short-listed Authorized Dealers of Godrej are fulfilling all the eligibility criteria and any deviation from the notified criteria will lead to rejection of the tender. The companies / firms failing in the short-listing exercise will be intimated about their rejection on the ground of not meeting the qualification criteria through a letter from the commission and the Earnest Money Deposited will ordinarily be refunded to them within one month from the date of opening of the Commercial Bids.;
- (vii) The Commercial Bids of only the qualified tenderers, short-listed on the basis of the Rates quoted, shall be opened by the Tender Committee on the scheduled date and time;
- (viii) Each tenderer authorized dealer shall clearly understand the items to be supplied and the time line for each item before quoting its rates in the Commercial Bid and must obtain for itself at its own responsibility and expense all the information which may be necessary for the purpose of quoting and for entering into a contract. The tenderer shall ensure that all the entries including the figures in the bid document must be filled in without leaving any blank entries. The corrections/omissions/additions etc. in the commercial bid should be properly numbered and attested and accounted page-wise under the seal and signature of the authorized signatory of the tenderer. Each page / sheet of the bid document has to be signed by the authorized signatory of the bidder with date and rubber stamp before submitting the bid in token of its having acquainted itself with the terms and conditions, specifications, schedule of quantities etc. as laid down. Any bid with any of such documents not signed will be summarily rejected. All erasures and alterations made while filling the quotation must be attested by initials of the authorized signatory of the tenderer. Overwriting of figure will render the tender invalid. No advice of any change in rate or conditions after the opening of the bid will be entertained under any circumstances. **The Bids with counter / additional conditions shall not be entertained.** The Tender Committee shall reject the Commercial Bid in case of any deviation from these conditions;
- (ix) The Earnest Money Deposit of the unsuccessful tenderers will ordinarily be refunded to them within one month from the date of opening of the Commercial Bids. The Earnest Money Deposit may be forfeited by the Commission if the tenderer concerned subsequently backs out or withdraws from the tender or if there is failure on the part of the tenderer to execute the work as per terms and conditions contained in the work order and / or subsequent Contract / Agreement executed by the Commission with it. The principal amount of Earnest Money Deposit will be refunded to the successful tenderer after its successful completion of the service related to a particular Employment Advertisement;
- (x) The successful tenderer will also be required to furnish SECURITY DEPOSIT for Rs. 50,000.00 (Rupees fifty thousand) only, in the form of Bank Guarantee from a Public or Private 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 for proper performance of the terms and conditions of the Contract / Agreement to be entered between the Commission and the successful tenderer ;
- (xi) The Commission reserves the right to reject any or all the tenders without assigning any reason whatsoever; and
- (xii) Any alteration in the schedule and other details, if found expedient, will be duly notified in the Commission's website, [www.webcsc.org](http://www.webcsc.org) .

(A. Chattopadhyay)  
**Secretary-in-Charge**