



**WEST BENGAL STATE FOOD PROCESSING
&
HORTICULTURE DEVELOPMENT CORPORATION LIMITED
(A GOVT. OF WEST BENGAL ENTERPRISE)
BENFISH TOWER (6th Floor)
31 - GN Block, Sector – V.
KOLKATA – 700091**

No: 50/WBSFPHDCL/1770/2023-24

Date: 23.08.2023

NOTICE INVITING E-EOI

1. Invitation:

Online tenders are hereby invited in **Two Bid System** from the reputed, experienced and bonafied contractor / agency having sufficient credential and financial capabilities for the following nature of work:

Name of Work	Place of Work	Amount for Work	Earnest Money	Completion Period
Complete repair & servicing of all A. C. Machines including all Indoor and Outdoor Units on "AS IS WHERE IS BASIS"	Department of Food Processing Industries and Horticulture Benfish Tower (4 th & 6 th Floor) 31 - GN Block, Sector – V, Salt Lake, Kolkata – 700091	To be quoted by Agency	Rs. 15,000/- (Rupees Fifteen Thousand only)	30 (Thirty) days from the Date of Issue of Work Order

2. Scope of Work:

- A. The WBSFPHDCL, hereinafter referred to as the Tender inviting Authority, seeks for execution of the **"Complete Repair & Servicing of all A. C. Machines including all Indoor and Outdoor Units at Department of Food Processing Industries and Horticulture, Benfish Tower (4th & 6th Floor), Sector – V, Salt Lake, Kolkata – 700091"**, on **"As Is Where Is"** Basis, from experienced bonafide Contractors / Agencies.
- B. The list of A. C. Machines is enclosed in **Annexure – I**.
- C. The successful bidder who will get work order will have to do
- Repairing of all the defective / non-operating A. C. indoor & outdoor units.
 - Thorough servicing of all the indoor & outdoor units after repairing of all the indoor & outdoor units

- D. The cost of machineries / instruments needed for this purpose should be entirely born by the agency. The servicing work should be carried out beyond the scheduled working hours of the office with prior information to the respective authority.
- E. All the prospective bidders must visit the said premises on the day of pre-bid meeting to inspect the machines. They will have to quote the rate including fully operationalize malfunctioning machines. The rate should be inclusive of all type of charges and taxes.

3. Date & Time Schedule:

Sl. No.	Particulars	Details of Tender
1	E-EOI No.	50/WBSFPHDCL/1770/2023-24 Dated 23.08.2023
2	Cost of E-EOI Document	Rs. 500/- (Rupees Five hundred only)
3	Date of uploading (Publishing) of E-EOI and other Documents (Online)	23.08.2023
4	Documents download start date (Online)	23.08.2023
5	Pre Bid Meeting	25.08.2023 at 3.00 p. m. in the Chamber of the Managing Director, WBSFP&HDCL
6	Bid Proposal Submission Start Date (Online)	25.08.2023 at 4.00 pm
7	Documents download end date (Online)	01.09.2023 up to 3.00 P.M.
8	Bid proposal Submission end date (Online)	01.09.2023 up to 4.00 P.M.
9	Date & Time of opening of technical bids (Online)	04.09.2023 at 4.00 P.M.
10	Validity Period of Bid	120 (One hundred twenty) Calendar Days
11	The tenderer should lodge objection to the tender inviting authority within two days (48 hours) from the date of publication of list of technically qualified bidders and beyond that time schedule no objection will be entertained by the authority	

4. Eligibility criteria for participation in the E-EOI:

- i. The prospective Bidder must have valid Trade License / Certificate of Enlistment, PAN, GST Registration Certificate, IT return of any three financial years within last five completed financial years i. e. 2018-19, 2019-20, 2020-21, 2021-22, 2022-23.
- ii. The prospective Bidder should have single credential for execution of similar type of Repair / Maintenance work of A. C. Machines of an amount not less than Rs. 2,00,000/- (Rupees Two Lakh Only) at any State/Central Government Organizations or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals within the last five completed financial years prior to the date of issue of the tender notice.

iii. The Bidder must have the copy of the Payment Certificate or Work Completion Certificate, as the case may be, issued under the signature of the Competent Authority. The said Certificate should contain the particulars of the work completed, period of work and the total value of work.

5. Mandatory Documents Requirement:

A. For Technical Proposal

The technical proposal shall contain the signed and scanned copies of the following:

- i. Income Tax Return (For any three financial years within last five completed Financial Years i. e. 2018-19, 2019-20, 2020-21, 2021-22, 2022-23)
- ii. PAN Card
- iii. Latest P. Tax Paid Challan or P. Tax Enrolment Certificate
- iv. Valid 15 Digit GSTN under GST Act 2017 & Registration Certificate
- v. Latest valid Trade License on the date of submission of the bid
- vi. Technical Credentials
 - i. Completion certificate for the work in technical credentials
Or
 - ii. Payment certificate of the said work
- vii. Partnership Deed in case of partnership firm
- viii. Audited Balance Sheet (For any three financial years within last five completed Financial Years i. e. 2018-19, 2019-20, 2020-21, 2021-22, 2022-23).
- ix. Declaration in the form of Undertaking in given format in **Annexure - II** as to correctness of the copies of all documents submitted including declaration of penalty / debarment etc. faced by him under any Govt. / Semi-govt. / Autonomous Body / Institution etc., if any.

The requisite documents are to be submitted in the respective folder of the E-Tender portal. Failure in submission of any of the above documents may render the Bidder liable to be rejected.

B. For Financial Proposal

The Financial proposal should contain

Bill of Quantity (BOQ): The Bidder is to quote the rate online in the space marked in the BOQ for “Complete Repair & Servicing of all A. C. Machines including all Indoor and Outdoor Units at Department of Food Processing Industries and Horticulture, Benfish Tower (4th & 6th Floor), Sector – V, Salt Lake, Kolkata – 700091”.

The participant will be rejected in case it is uploaded in the folder of Technical Bid.

GENERAL TERMS AND CONDITIONS

1. Registration of Bidders

Any Bidder willing to take part in the process of e- Tendering will have to be enrolled and registered with the Government e-Procurement system/ Portal, <http://www.wbtenders.gov.in>. Each Bidder is to obtain a Digital Signature Certificate for submission of tenders from the approved Service Provider of the National Informatics Centre (NIC).

2. Collection of Bid Documents

The Bidder can search and download E-EOI and Tender Documents electronically from the Government e-Procurement system using the Digital Signature Certificate. This is the only mode of collection of E-EOI Documents.

3. Submission of E-EOI

E-EOI is to be submitted online on the website <http://www.wbtenders.gov.in> in two folders at a time, one in Technical Proposal and the other in Financial Proposal, before the prescribed date and time, using the Digital Signature Certificate. The documents submitted by the Bidder should be properly indexed and self-attested with seal.

4. Earnest Money

i. Online Deposition of Earnest Money

Earnest Money is to be deposited in favour of the WEST BENGAL STATE FOOD PROCESSING& HORTICULTURE DEVELOPMENT CORPORATION LIMITED through ICICI Bank Payment Gateway failing which the tender will be treated as informal. The Bidders desirous of taking part in the tender have to deposit Earnest Money @ Rs. 15,000/- (Rupees Fifteen Thousand only).

For deposition of Earnest Money (at the prescribed rate), the Bidders can refer to the user manual available in “Bidders Manual Kit (Point 10)”. Payment should not be made in Corporation’s Account directly. It should be deposited through options available on the tendering portal only.

ii. Refund of Earnest Money deposit:

The Earnest Money of all unsuccessful Bidders will be refunded by the WBSFPDCL within 15 days from the date of finalization of tender. In case of successful Bidder, The EMD shall be returned back to the Agency on receipt of Performance Security as stated in the Clause no. 11 of this tender document. No interest on Earnest Money will be paid by the Corporation.

iii. Forfeiture of Earnest Money deposit:

Earnest Money deposit is liable for forfeiture in the event of:

- a. Withdrawal of offers, while offers are under consideration during the validity period
- b. Non acceptance of work order
- c. Any unilateral revision made by the Bidder during the valid period of the offer
- d. Failure to execute work of the entire order or part thereof.

iv. **Exemption**

Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to

1. 4245-F(Y) dated 28th May'2013 issued by Finance Department, Audit Branch, Govt. of West Bengal.
2. 6718-F(Y) dated 08.09.2015 issued by Finance Department, Audit Branch, Govt. of West Bengal.

5. Responsive Bidders:

Prospective applicants are advised to note carefully the minimum qualification criteria before tendering the bids. Conditional / incomplete tender will not be accepted under any circumstances. Bidders fulfilling all conditions and criteria set forth and qualifying in the Technical Bid as well as making submission of Financial Bid in stipulated manner shall be considered responsive.

6. Quoting the Rates in BOQ:

- i. The intending Bidders are required to quote the rate online. No offline Tender will be entertained.
- ii. The Bidder is to quote the rate online in the space marked in the BOQ. Assessment of the successful bidder will be done on the offered rate.
- iii. All Tender prices quoted in the BOQ shall be inclusive of all kind of Taxes, Cess, charges including transportation, loading and unloading of materials up to the Destination, and installation thereof.
- iv. The price should be firm, final and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, other components, labour cost etc. and any changes or imposition of statutory levies till the completion of work as per order.

7. Rate Validity:

The rate shall remain effective ordinarily up to 120 days from the date of acceptance of Tender which may be extended further with mutual consent between the Bidder and WBSFPDCL, unless terminated prematurely at its discretion and satisfaction.

8. Evaluation of Tenders for Qualifying in Technical Bid:

- i. All Tenders will be evaluated and compared on the basis of the submitted documents. The Tender Inviting and Accepting Authority will determine the eligibility of each bidder through a Tender Committee. The bidders shall have to satisfy all the clauses specified in eligibility criteria.
- ii. Technical proposal will be opened first by the Authorized representative of the WBSFPHDCL electronically using Digital Signature Certificate.
- iii. The Bidders may remain present at the office of WBSFPHDCL during opening of Technical Proposals, if they so desire.
- iv. Technical Proposals complete in all respect will only be accepted and qualify for next stage of evaluation.

9. Evaluation of Tender for Qualifying in Financial Bid:

- i. Financial proposals of only those Bidders declared technically eligible by the Tender Inviting Authority will be opened electronically on the web portal on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be downloaded and read out to the Bidders remaining present at that time and to be handed over to the Tender Committee.
- iii. Pursuant to the scrutiny and decision of the Tender Committee, the summary list of eligible Bidders whose Financial Proposals will be considered will be uploaded in the web portal.
- iv. Lowest quoted rate shall normally be accepted. However, the Tender Inviting Authority reserves the right to accepting a bid other than the lowest on a specific ground to be recorded in writing.
- v. The Tender Inviting Authority does not bind itself to accept any or all bids and reserves the right to reject any or all bids without assigning any reason whatsoever.

10. Issue of Work Order:

The Work Order is normally be issued to the L-1 Bidder for execution of the work. However, the Tender Inviting Authority reserves the right to accepting a bid other than the lowest on a specific ground to be recorded in writing.

11. Performance Security Deposit:

- i. The Successful Bidder who is awarded the contract shall be required to furnish a Performance Security @ 10% (Ten Percent) of the quoted rate by the agency in the form of Demand Draft in favour of “West Bengal State Food Processing &

Horticulture Development Corporation Limited” payable at Kolkata. The EMD shall be returned back to the Agency on receipt of Performance Security.

- ii. Provided that if the contract is terminated for reasons other than that which can be attributable to the Agency, the Performance Security, shall, subject to the Authority’s right to receive amounts, if any, due from the Agency under this Contract, be duly discharged and released to the Agency.
- iii. Performance Security will be returned to the contractor after the final payment for the work is completed. No interest on the Performance Security will be given to the Agency.

12. Completion Period of Work:

The successful bidders shall undertake the commencement of work from the day of issue of Work Order and will Repair & Service the A. C. Machines (Both Indoors & Outdoor Units) as per Specification mentioned in “Scope of Work” within 30 (Thirty) calendar days from the date of issue of Work Order.

13. Adherence to the Prescribed Specifications:

No deviation from the specifications prescribed by the Corporation will be accepted by the Authority. The entire work will be accomplished under the technical guidance of the entrusted Assistant Engineer of the Corporation.

14. Right to Accept Any Bid and / or to Reject Any or All Bids:

The Corporation reserves the right to accept or reject any or all bids and to annul the tendering process and all bids prior to issue work order, without thereby, incurring any liability to the affected Bidder or Bidders or any liability to inform the Bidder of the ground for such action.

15. Grounds for Disqualification:

- i. During scrutiny or at any stage of bidding process or even after issuance of work order, if it comes to the notice of the Tender Inviting Authority that the Bidder has wilfully made any misleading or false representation in the documents/statements and attachments submitted as the proof of the qualification requirements.
- ii. If the Bidder fails to complete the work within the period stipulated in the work order due to his own fault/inconvenience, then in both the cases, the Corporation shall reserve the right to forfeit the “Security Deposit” deposited by the Bidder and also debar him from participation in the Tender process of the Corporation for the Next 3 (Three) consecutive years.

16. Disputes:

- i. In the event of any question/dispute or difference arising between WBSFP&HDCL and the Agency on any matter covered by these Terms & Conditions or arising directly or indirectly therefrom or connected with these Terms & Conditions in any manner, the matter shall be sorted out between the Managing Director, WBSFP&HDCL and the Agency and in the case of non-resolution of dispute the matter shall be referred to the ACS / Pr. Secretary / Secretary of the Department of Food Processing Industries and Horticulture, Govt. of West Bengal. When at that level the dispute is not resolved, the dispute would be resolved by the sole Arbitrator appointed jointly by the two parties and his award shall be final.
- ii. The High Court of Calcutta alone shall have jurisdiction to adjudicate thereon.
- iii. The place of Arbitration will be Kolkata and the language shall be English.
- iv. The award of the Arbitrator shall be binding on both the parties.

17. Negotiations:

It is clarified that normally no rate negotiation will be done and therefore the Bidders should quote their lowest prices only, however, the Corporation may negotiate the rates with the L1 Bidder in exigencies, if required to do so.

18. Payment of Bill:

- a. Payment will be made after successful completion of work within stipulated time on submission of invoice/ Bills in duplicate duly certified by the appropriate authority, along with original receipted copy of Challan (if any). The contractor shall receive payments on back to back basis i.e., WBSFP&HDCL will pay to be contractor only after receiving of payments from concerned Government Departments/ Authority. The Corporation will not take any responsibility for payment until it has received payment from the concerned Govt. Departments/ Authority. No interest can be claimed by the Agency for any delay of receiving payment from Indenting Authority through Bank Transfer, to the bidder's acknowledged Bank Account, after deducting penalties, if any, arising due to sub-standard/ delay work.
- b. The details of the Bank Account (Account No. and IFSC Code, Bank Name and Branch) and name of the Account Holder shall be submitted along with the Bill. If these details are given on a separate page, then that page must also be signed by the same person who is signing the Invoice / Bills along with stamp / seal.

Sd/-
MANAGING DIRECTOR
WBSFP&HDCL

Annexure – I

WEST BENGAL STATE FOOD PROCESSING & HORTICULTURE DEVELOPMENT CORPORATION LTD.					
List of AC unit at Department of FPI&H, Benfish Tower (4th & 6th Floor)					
Sl. No.		Type of Unit	Make	Quantity	
				4th Floor	6th Floor
1	Indoor	Split Inverter Unit	LG	13	18
2		Cassette Unit	LG	12	
3		Split Unit	Croma	1	
4		Split Unit	Daikin	2	
5		Split Unit	Hitachi		1
6	Outdoor	VRF Outdoor Unit	LG	6	
7		Outdoor for Split Unit	Croma	1	
8		Outdoor for Split Unit	Daikin	2	
9		Outdoor for Split Unit	Hitachi		1
Total				37	20

Annexure -II

Application for Participation in Technical Bid

To,
The Managing Director
WBSFP&HDCL
Benfish Tower (6th floor)
31, G.N, Salt Lake, Sec V
Kolkata- 700091

Sub: Complete Repair & Servicing of all A. C. Machines including all Indoor and Outdoor Units at Department of Food Processing Industries and Horticulture, Benfish Tower (4th & 6th Floor), Sector – V, Salt Lake, Kolkata – 700091

Ref. No. 50/WBSFPHDCL/1770/2023-24 Dated: 23.08.2023

Sir,
Having examined the terms & conditions of the above E-EOI, I do hereby submit the following information and relevant documents for furtherance of my proposal for participation in the tender

Eligibility Particulars

Sl. No.	Particulars	Details thereof
1	Name of the Bidder	
2	a) Full Office address	
	b) E-Mail I.D.	
	c) Mobile No.	
3	Name of the contact person with Mobile Number	
4	Documents to be submitted by the Bidder	Whether submitted (Yes / No)
	a. NIT documents including corrigendum, if any	
	b. E.M.D.	
	c. Income Tax Return (For any three financial years within last five completed Financial Years i. e. 2018-19, 2019-20, 2020-21, 2021-22, 2022-23)	
	d. PAN Card	
	e. Latest P. Tax Paid Challan or P. Tax Enrolment Certificate	
	f. Valid 15 Digit GSTN under GST Act 2017 & Registration Certificate	

	g. Latest valid Trade License on the date of submission of the bid	
	h. Technical Credentials Either, Completion certificate for the work in technical credentials Or, Payment certificate of the said work	
	i. Partnership Deed in case of partnership firm	
	j. Audited Balance Sheet (For any three financial years within last five completed Financial Years i. e. 2018-19, 2019-20, 2020-21, 2021-22, 2022-23).	
5	Any other points considered to furnish	

UNDERTAKING
(On Agency Letterhead)

- i. I undertake that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.
- ii. I have also gone through all the terms & conditions meticulously and I undertake to comply with same sacrosanctly.
- iii. The Earnest Money and all other documents required for qualifying the technical bid have been submitted online.
- iv. The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the E-EOI.
- v. If I fail to complete the work within the period stipulated in the work order due to my own fault/ inconvenience, the Corporation shall reserve the right to forfeit the Earnest Money deposited by me in this regard and also debar me from participation in the Tender process of the Corporation for the following 3(three) consecutive years.
- vi. I shall maintain the specifications of the materials as per E-EOI and shall replace the sub-standard materials at my own cost.
- vii. I undertake that I have not been debarred/ delisted by any State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals during the last three consecutive years up to the last date of submission of Tender.

Date:

Signature of the Applicant

Place: